



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 21-2024/25
 DOCUMENT NO. 21-2024/25
 DATED: 10/16/24

<u>NUTRITIONIST</u>	
DEPARTMENT/SITE: Child Nutrition REPORTS TO: Director of Child Nutrition	SALARY SCHEDULE: Classified Supervisory SALARY RANGE: 10 WORK CALENDAR: 261 Days FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition, the Nutritionist plans, organizes, and directs activities and operations of the Nutrition Services programs as needed to support the goals and objectives of the Director in the overall management of the Child Nutrition Services Department; performs other related activities such as developing and analyzing menus, oversee the special diets program, team and supervise various sites, recommends menu items, and provides technical guidance over multiple programs to ensure compliance with Federal, State, and local nutritional requirements and standards.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in the selection, training, directing, and evaluation of assigned staff; develops, implements, and monitors work plans to achieve the departmental mission, goals, and performance measures; develops work schedules and production standards; monitors effectiveness and safety of the workplace.
- Attends conferences and meetings as directed and makes presentations to the Board of Education and other governmental agencies as requested.
- Coordinates and participates in the nutrition activities of the Child Nutrition Department and provides leadership and expertise toward developing and analyzing regular and special menus/recipes, testing foods and related products, developing food specifications, and recommending food products.
- Interacts with other District department personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.
- Oversees, as directed and in coordination with various subordinate Child Nutrition supervisory staff, planning, organizing, controlling, integrating, and evaluating the work of the Child Nutrition Department; assists with the development, implementation, and monitoring of work plans, systems, and procedures to achieve District and departmental mission, goals, and performance measures consistent with federal, state and District laws, policies, regulations, and

rules.

- Participates in the development and monitoring of all programs related to the Child Nutrition Services Department, as well as state and federal compliance reviews.
- Plans, develops, and conducts in-service training; coordinates planning for, or implementation of, changes with Child Nutrition Supervisors, Site Leads, and/or other personnel of the District and assists with special projects as needed.
- Provides assistance to site Child Nutrition Supervisors and Site Leads to resolve problems; recommends personnel transfers to meet the needs of the Child Nutrition programs; and assists in resolving disciplinary problems.
- Provides leadership for managers to develop, train, and retain highly competent staff; participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Provides technical expertise and suggestions concerning menu planning for preparation methods, ordering, inventory levels, substitutions, delivery issues, and adequate equipment utilization.
- Provides technical guidance and training to Child Nutrition staff and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the District.
- Researches, prepares, and accurately maintains various reports, documents, schedules, and policies about storage, equipment maintenance costs, inventory, and supplies.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At the time of application)

Knowledge of:

- School food service programs, operations, and activities
- Meal production planning and scheduling
- Principles and methods of quantity food serving and storage
- Principles and practices of food service preparation, food merchandising, serving, and storage.
- Office management procedures and practices, methods, and terminology
- Extensive working knowledge of standard computer software used by the District and Federal and State agencies as needed for managing the Child Nutrition Program
- Basic math skills; measuring food quantities for meal development and preparation
- English language, grammar, spelling, and punctuation
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District Organization, operations, policies, and objectives governing board regulations

Skills and Abilities to:

- Adhere to safety practices
- Plan and manage projects
- Prepare and maintain accurate records
- Operate standard office equipment, including assigned computer and District software applications as well as specialized software for Child Nutrition
- Assist in planning, organizing, integrating, and directing a large school district Nutrition Service program and operation
- Evaluate food products, supplies, and equipment

- Analyze the nutritional content of menus and recipes, including special diets.
- Understand, interpret, apply, and explain applicable laws, codes, policies and procedures
- Estimate food quantities needed and order quantities for economical food preparation and serving
- Select, train, supervise, and evaluate the work of assigned personnel
- Recognize and correct safety hazards
- Communicate effectively orally and in writing
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility
- Make recommendations in accordance with laws, regulations, rules and policies
- Use tact and diplomacy in dealing with sensitive situations and concerned people and customers
- Work with a diversity of individuals and/or groups
- Establish and maintain effective working relationships with those encountered in the course of work
- Present a positive image of Madera Unified School District

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information and /or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to affect the organization’s services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor’s degree from an accredited college or university with a major in Nutrition, Dietetics, or a closely related field.

OR as a substitute for education:

An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities of the position.

EXPERIENCE REQUIRED:

Two (2) years of progressively responsible work experience in a large-scale food service program /operation.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License for travel to/from District Office and school sites and to workshops, conferences, and training relative to the performance of job functions, duties, and responsibilities.
- Registered Dietician license preferred.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Generally, the job requires frequent standing and walking, with some sitting
- Lifting, carrying, pushing, and/or pulling files, other office objects, and food preparation tools, equipment, and food items
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate kitchen equipment and a computer keyboard, and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to ensure proper quantities of food and read documents and computer screen
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents