

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

NUTRITION SPECIALIST

SALARY SCHEDULE: ADMINISTRATIVE – [F] - J

COST CENTER: FOOD AND NUTRITION SERVICES (9021)

QUALIFICATIONS:

- Bachelor’s Degree from an accredited educational institution in Nutrition.
- Registered Dietitian or Registry Eligible (must take and pass the Registered Dietitian examination within six (6) months of employment).
- Experience with school nutrition programs is desirable. Previous experience in an instructional setting is required.
- Certification and credentialing in School Food Service within two years of hire date.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of food allergies and how to modify school menus to meet student needs.
- Able to navigate food allergies to support student’s safety and support FNS staff.
- Demonstrated ability in public speaking and writing.
- Ability to relate well with students, parents, teachers, Food and Nutrition employees and administrators. Knowledge of federal, state, and local rules and regulations related to assignments.
- Ability to use a computer and applicable software programs.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Food and Nutrition Services

JOB OBJECTIVE:

To promote and support nutrition education in the classroom by consulting with teachers on nutrition education projects and providing direct instruction to students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Assist department with planning menus for students with food allergies, medical conditions, and other dietary needs.
- Maintain food specification sheets.
- Assist with development of Food Production Records.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Serve as a resource to administrators and teachers in the selection and use of appropriate nutrition education resources.
- Respond to requests for guest speakers or information on nutrition topics.
- Provide staff development activities which enhance understanding of nutrition.
- Assist teachers and school teams in incorporating current knowledge of nutrition into classroom curriculum as needed.
- Design and implement nutrition education materials as needed.

NUTRITION SPECIALIST (Continued)

- Educate parents and teachers about the Food and Nutrition Program.
- Act as a liaison between the District and other organizations which promote nutrition education.
- Assist with menu planning and provide input related to the Central Menu.
- Provide nutrient analysis on Central Menu and related foods and input menu into software for parent display.
- Assist in marketing, coordinating, delivery and tracking of all activities of the program.
- Assist in the organization of school health fairs, career programs and wellness workshops.
- Write grant proposals to support nutrition education as needed.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff and vendors.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff and vendors.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries or concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05