



PERSONNEL COMMISSION

Class Code: 3322
Salary Range: 35 (M2)

CHILD NUTRITION SPECIALIST

JOB SUMMARY

Under general supervision, plan, coordinate and implement District-wide nutrition education promotional programs and activities; develop and provide nutrition education training opportunities for District staff and parents; participate in developing District menus and recipes; serve as a technical resource to District staff, parents and others regarding nutrition and health; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate and implement a variety of District-wide nutrition education promotional programs and activities such as Harvest of the Month and Nutrition Advisory Council in accordance with established procedures and regulations. **E**
- Serve as a technical resource to District staff, parents and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. **E**
- Participate in researching, developing and testing District menus, serving guides and recipes; test and make recommendations regarding testing procedures, purchase of new food items, improved recipes, new products and menu items; conduct cooking and taste tests at school sites. **E**
- Develop special diets for students according to physician instructions and District policy. **E**
- Analyze food products and menu patterns utilizing specialized software; assure nutritional content and meal component standard comply with applicable regulations and nutritional standards; assure products are compatible with meal cost limitations and recommend selling prices as appropriate; calculate serving sizes; analyze planned menus for a variety of special programs. **E**
- Develop nutrition education training workshops for District staff and parents; provide training to District teachers regarding linking nutrition education to core curriculum standards; coordinate, schedule and conduct meetings, training sessions, workshops, conferences and special events for District staff, parents and the community. **E**
- Develop and set up materials for training workshops; duplicate handouts, create overhead slides, prepare packets of information for attendees and assure appropriate training materials are available for use. **E**

- Develop and adapt nutrition lesson plans for teachers; preview and recommend appropriate classroom materials, videos and books for purchase; survey teachers to assess success of trainings and determine materials and information utilized in the classroom; distribute, collect and tally teacher survey results; package and distribute reinforcement items to teachers who respond to surveys. ***E***
- Provide culturally and linguistically appropriate nutrition information and materials to parents and community members; perform food demonstrations and taste tests. ***E***
- Prepare, handle, store and transport food items in accordance with health and safety regulations; maintain equipment, carts and utensils in a clean and sanitary condition; wash cooking and serving equipment and utensils. ***E***
- Support community, regional and statewide efforts towards nutrition education and physical activity promotion; participate in a wide variety of meetings and conferences; attend health fairs and other related events; develop and make presentations at events as requested. ***E***
- Estimate and order food and supplies needed for assigned activities; communicate with outside vendors and Nutrition Center staff regarding orders; plan for the use of surplus food in menus and recommend ordering of surplus foods. ***E***
- Provide portable cooking carts to qualifying schools; order and assemble carts; order and stock cooking cart utensils; facilitate installation of cabinet locks and delivery of cooking carts. ***E***
- Visit school sites to observe nutrition activities and assess site needs; conduct training for school staff supervising eating areas; provide technical assistance to site staff regarding preparing and serving foods; drive a vehicle to various sites to conduct work. ***E***
- Enhance eating environments of school cafeterias; purchase and distribute attractive healthy eating and physical activity materials such as posters and other informative items. ***E***
- Prepare and maintain a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials concerning health, nutrition and related programs including brochures and newsletters. ***E***
- Communicate with administrators, outside organizations and District staff to coordinate activities, resolve issues and exchange information. ***E***
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are assigned to either the Office of Curriculum or the Nutrition Services department. Incumbents may develop and provide nutrition education training opportunities for District staff and parents, plan, coordinate and implement

District-wide nutrition education promotional programs and participate in District menu planning and testing. Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles and practices of quantity food preparation and nutrition.
Nutritional requirements of school-aged children.
Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.
Modern commercial kitchen equipment and utensils.
Sanitation and safety practices related to the handling and serving of food.
Nutrition Services organization, operations, policies and objectives.
Proper methods of food rotation and storage.
Inventory methods and practices.
Public speaking techniques.
Applicable laws, codes, rules and regulations related to assigned activities.
Operation of a computerized point of sale system.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Mathematical computations.

Ability to:

Plan, coordinate and implement District-wide nutrition education promotional programs and activities.
Assure nutrition service programs and menus comply with applicable federal regulations and nutrition standards.
Develop and provide nutrition education training opportunities for teachers and parents.
Participate in developing District menus and recipes.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Perform food demonstrations and taste tests.
Prepare, handle, store and transport food items in accordance with health and safety regulations.
Prepare and deliver oral presentations.
Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations.
Maintain a variety of records and files and prepare reports.
Observe and follow health and safety regulations.
Operate modern commercial kitchen equipment and utensils.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Make accurate mathematical computations.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

Experience:

One year of experience in institutional food service production involving menu planning and nutritional analysis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

Valid California Class C driver's license and use of a personal automobile.

Positions assigned to the Nutrition Services Branch must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

The ability to communicate effectively, both orally and in writing, in Spanish is desirable.

WORKING ENVIRONMENT

Office and kitchen environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004

Revised: 10/29/2015

Revised: 2/4/2016

Revised: 3/11/2021