

SENIOR NUTRITION SPECIALIST

DEFINITION

Under general supervision of the Administrator of Food and Nutrition Services, coordinates and supervises state and federally funded grants in K-12 grades for nutrition education and physical activity for school, community, and food and nutrition programs; and performs related work as required.

CLASS CHARACTERISTICS

This position performs all the duties of the Nutrition Specialist. Distinguishing features from the Nutrition Specialist are the increased responsibility of supervision, the coordination of grant activities, and assisting the Administrator of Food and Nutrition Services with the administrative tasks involved with the grants. The incumbent works independently and attends evening and weekend meetings in and out of the district.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Communicates effectively with the state program and contract managers, ensuring timelines are met and approval is granted for projects, events or newly developed materials. *E*

Develops budget and monitors expenditures to comply with federal, state and district guidelines and regulations; accounts for grant expenditures and allowable use of state and federal funds. *E*

Submits reports and maintains records. *E*

Oversees and supervises fiscal quarterly reports; prepares and participates in state audits as required. *E*

Participates in quarterly network teleconferences. *E*

Coordinates events, special nutrition education promotions, and meetings that involve students, teachers, and/or the community. *E*

Interacts with the student nutrition-advocate club meetings and events; implements activities and programs to promote a healthy lifestyle. *E*

Evaluates physical and/or nutrition education activities, programs, and events. *E*

Collaborates with Administrator of Food and Nutrition Services, principals, teachers, nutrition specialist, community leaders, local agencies, and Food and Nutrition Services staff regarding nutrition and physical activities needed in the classroom and cafeteria. *E*

EXAMPLES OF DUTIES: (cont.)

Researches and develops nutrition education materials and resources. *E*

Conducts teacher and food service personnel training, classroom presentations, parent classes, and other community classes for nutrition education and physical activity. *E*

Supervises nutrition office assistants in the maintenance of records, presentation of materials, and coordination of student nutrition clubs. *E*

Supervises and coordinates the work of nutrition specialist, nutrition consultants, and other staff assigned to the state and federal grant programs. *E*

May attend Board meetings to present information regarding the grant and grant activities. *E*

Reviews and approves requisitions for classroom and office materials. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Dietetics and food administration;
2. General principles of supervision, personnel motivation, and training;
3. Record keeping techniques and report writing;
4. Principles of accounting as related to budget and financial record keeping;
5. Personal computer and job-related software programs;
6. Appropriate safety precautions and procedures;
7. Experience in marketing and promotions;
8. English usage, spelling, grammar, and punctuation;
9. Reading and writing skills; and
10. Business math.

Ability to:

1. Research, design, develop, and present materials as applied to nutritional training and informational programs;
2. Read and understand legal codes, technical materials, and administrative policies, reports, and directives;
3. Supervise, train, and evaluate personnel;
4. Maintain records and keep accurate reports;
5. Operate standard office equipment, personal computer, and word processing equipment using job-related software such as Microsoft Word, Power Point, Microsoft Publisher, graphics, internet, spreadsheets, and nutrient analysis software;

Ability to: (cont.)

6. Analyze problems, develop sound, problem-solving models, and arrive at sound solutions to problems;
7. Prepare written reports, proposals, schedules, and correspondence;
8. Make effective oral report presentations;
9. Gather, analyze, and evaluate data;
10. Accept and carry out responsibility for direction, control, and planning;
11. Formulate and administer a budget;
12. Work independently and in a team setting;
13. Communicate clearly and concisely, both orally and in writing;
14. Operate a vehicle observing defensive driving practices;
15. Understand and carry out oral and written instructions;
16. Establish and maintain effective relationships with those contacted in the course of work; and
17. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

A Bachelor's degree in nutrition, health or closely related field; registered dietitian (R.D.) or an R.D. candidate. Recent supervisory/managerial level experience or equivalent combination of experience and education which provides the required knowledge and abilities.

WORKING CONDITIONS

Environment:

Food service, classroom, and office environment.

Physical Abilities:

Standing for extended periods of time; moderate lifting, carrying and/or pushing 25-50 pounds with assistance; functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or sitting for prolonged periods of time.

Hazards:

Exposure to dust, gases, odors, fumes; walking around and with machinery having moving parts; dissatisfied or abusive individuals; marked changes in temperature or humidity; exposure to detergents, abrasives, cleaning solvents, and disinfectants; extreme temperature conditions.