

DESERT SANDS UNIFIED SCHOOL DISTRICT
Classified Personnel Services

Classification: **NUTRITION SERVICES MANAGER / NUTRITIONIST** **Salary Range: 21**
Employment Category: **Management /Supervisory** **FLSA Designation: Exempt**

Job Summary:

Under direction, supervises and coordinates nutrition service operations at the nutrition services district office. Duties include: planning and coordinating menus and nutrient analysis for programs in the National School Lunch Program and Afterschool Snack Supper Programs; supervising staff and, ensuring compliance with District, State and Federal requirements related to student nutrition.

- **Essential Job Functions:**
- **Coordinates**, analyzes, and determines nutritional contents of menus and recipes for National School Lunch and related programs. Assures that nutritional content of menus and recipes complies with applicable State and Federal regulations.
- **Communicates** and coordinates internally and externally for the purpose of providing information dissemination, information gathering, decisions, recommendations and problem identification and resolution.
- **Creates** and disseminates policies and procedures (e.g. menus, programs, recipes, sanitation, handling of equipment, etc.) for the purpose of ensuring information dissemination as required by State and Federal guidelines and ensuring nutritional and regulatory requirements are met.
- **Plans** and maintains special diets for students with medically necessary dietary needs. Communicates with staff, parents, and medical professionals concerning meal component substitutes for students with disabilities, special needs, and food allergies.
- **Trains** Nutrition Services Staff on U.S.D.A. meal patterns and compliance issues.
- **Oversees** planning and operations of meals for Early Childhood, Special Education, and State Preschool Programs.
- **Maintains** documents and information (e.g. menus, daily production records, etc.) for the purpose of ensuring compliance with State and Federal regulations and accurate documentation of information as required.
- **Procures** food items from vendors for the purpose of ensuring availability of necessary supplies in quantities adequate to prepare meals as planned.
- **Performs** other duties and responsibilities as assigned.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.
- **Inspects** food items for the purpose of verifying accurate quantity of orders and complying with mandated health requirements.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Purchases** from warehouse and outside vendors, food and supplies for various events.
- **Administers** first aide for the purpose of meeting immediate medical care needs.
- **Attends** meetings, classes and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- **May** work flexible schedule to accommodate functions during morning or evening hours.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skills to perform advanced math, review and interpret technical information, write technical materials. Must be able to analyze situations to define issues and draw conclusions. Specific knowledge to satisfactorily perform the functions of the job include retail food codes, menu planning, basic teaching principles, safety practices and procedures, nutrition and dietary guidelines, food safety requirements, and pertinent policies, regulations, codes, and laws.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 45 pounds, frequently lift up to 30 pounds and constantly lift a minimum of 15 pounds. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving) Other Atmospheric Hazards: Dust, paper dust, copier products.
- **Education & Training Required:** Bachelor's degree in Nutrition or related field, valid Certified Food Manager Certificate and four (4) years of experience in Nutrition Services which includes two (2) years of supervisory experience; OR, eight (8) years of increasingly responsible experience in Nutrition Services.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must possess a valid California driver's license.
 - Must possess or have the ability to obtain a Certified Food Manager Certificate within six (6) months of employment.