

# **BOISE SCHOOL DISTRICT**

## **CLASS SPECIFICATION**

### **FOOD SERVICE NUTRITION EDUCATOR**

#### **Purpose of Class**

Performs supervisory and other duties to ensure safe, nutritious food production, and efficient food service at schools; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class is to supervise, guide and coach Food Service personnel and provide nutrition education for students, teachers, staff and administrators. A Nutrition Educator may be assigned to one of three specialty areas: Menu Development (ensuring compliance with USDA and local health department regulations and requirements), Ancillary Program Management (including catering, kindergarten milk and snack programs, and free and reduced meal eligibility and verification) or Computer Technical Support (including management of the Food Service computer system). Specific duties will vary with position assignment, but an employee in this class will perform administrative, management and supervisory functions. Each employee must be knowledgeable of health and safety guidelines as defined by the local health department and USDA, and perform work within District and department-specific processes and procedures. The work is performed under the supervision of the Food Service Director, independent judgment is necessary. The duties of this class are performed in an office environment and include driving to and from various district locations.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Ensure compliance of the nutrition program with State, Federal and local regulations;
- Recruit and evaluate potential candidates for food service positions;
- Directly guide and coach food service personnel as assigned, ensuring nutritious, timely, well-balanced meals;
- Perform all oral and written work duties and activities in accordance with District and Federal policies, procedures and safety practice;
- Supervise and evaluate school Food Service employees;
- Assist in effectively resolving personnel issues;
- Assist in evaluating and maintaining food service equipment;
- Develop and implement nutrition classes and provide in-service training for students, faculty food service personnel and administrators when requested;
- Effectively market school nutrition programs;
- Plan menus and product sheet records;
- Supervise ancillary programs;
- Comply with all requirements for free and reduced meal application and verification processes;
- Provide technical support for nutrition software program and hardware support;

- Develop training materials and teach classes for food service computer software applications;
- Supervise, plan, invoice and evaluate catering events requested by the District;
- Resolve kitchen issues such as equipment maintenance, recipe adherence, quality control and food and supplies ordering;
- Coordinate ordering, receiving, scheduling, cooking, and cleaning;
- Interact effectively and professionally with students, staff, faculty, administrators and parents.

### **Other Duties and Responsibilities**

- Maintain student and District confidentiality;
- Attend in-services and training sessions as required; and
- Perform other related duties as required.

### **Classification Requirements:**

Knowledge of:

- Human nutrition with emphasis in nutrition requirements for healthy children or for typical growth and development of children;
- Commercial food preparation, menu planning and forecasting;
- Federal, state and local standards for safe food preparation;
- Management and supervisory skills, including personnel coaching, guidance and evaluation techniques;
- Catering, quality food preparation, ordering and scheduling of meal functions;
- Professional standards as defined by the American Dietetic Association regarding nutrition;
- Operation of standard and specialized office equipment including a personal computer and job-related software;
- Record keeping and report preparation including nutrition analysis;
- Effective verbal and written communication skills;
- Math skills needed to calculate nutrients and to convert metric to English system as needed.

Ability to:

- Supervise, train and evaluate food service employees effectively;
- Maintain effective working relationships with students and other District employees;
- Ensure safe handling of food, supplies and equipment;
- Respond appropriately to personnel issues, and student or parent concerns;
- Communicate effectively in writing and verbally;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks and meet deadlines;
- Work independently or with a team;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain student, school, staff and parental confidentiality;
- Travel between schools;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

### **Acceptable Education, Experience and Training**

- Bachelor's Degree in Food and Nutrition, Home Economic or Hotel and Restaurant Management preferred;
- Registered Dietitian license preferred;
- Two years food and nutrition experience to include food preparation and supervision of staff; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Nutrition Educator.

### **Special Qualifications**

- Completion of approved sanitation course, such as "Serving It Safe", preferred;
- Additional degrees, training or certification in human resources, technology, culinary arts, business management, strategic planning, communications and public relations preferred.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions and to operate a computer and office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 30 lbs;
- Job tasks require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping.