



NUTRITION COORDINATOR

Job Description
October 16, 2013

Position Summary

Responsible for the coordination of image development and marketing efforts, employee training and menu development within nutrition guidelines for Nutrition Services and for supervising nutrition interns and food quality control staff.

Reporting Relationship

Report to the Nutrition Services Assistant Director.

Responsibilities

The fundamental duties include, but are not limited to, the following essential functions:

Participate in the overall strategic planning for Nutrition Services.

Work with department administrators in the development of a department image that Nutrition Services wants to present to students, families and the public to raise awareness of the importance of meeting nutritional requirements for educational achievement and how the food services provided by the District can assist with meeting those needs.

Collaborate with other administrators to develop marketing strategies for nutrition services; implement these marketing strategies; evaluate the results of these strategies and recommend changes as necessary.

Serve as the media contact for Nutrition Services; develop press releases; prepare fact sheets, speeches, presentations and other necessary materials to disseminate nutrition services department information to the public; coordinate publicity events, including those for visiting V.I.P's. and families.

Coordinate the production of visuals for nutrition services; work with writers, graphic designers and photographers to ensure that the department image is communicated and that the information provided is accurate.

Develop information for the nutrition services web site; ensure that the web site is user friendly; monitor content and update as necessary.

Develop and support the use of appropriate nutritional and promotional materials in school cafeterias.

Develop menus for the nutrition services administration to review; lead team in developing healthy, cost effective and easy to prepare menus that include the types of foods favored by the diverse district students with the goal of increasing student participation in the available food programs; follow-up to ensure menus developed are served; develop methods of surveying students for responses to new foods to determine if menu items should be continued.

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Responsibilities (continued)

Develop operational procedures and menus for nutrition services food provided by day cares.

Train school nurses, nutrition services personnel, child care providers and staff at summer school sites and others as appropriate about special diets required by students, food allergies, student nutritional needs and related topics; develop procedures for providing nutrition to students with special needs (i.e., feeding tubes, swallowing problems); consult with the school nurses on issues relating to student nutrition and its relationship to overall health, develop written nutritional information for school nurses to provide to school staff, students and parents; follow-up to monitor if student nutritional needs are being met and related activities.

Consult with students, parents, school nurses and/or other district staff, doctors and others as necessary in the development of special student diets ensuring that nutritional standards are met and nutrition restrictions are followed; train the cafeteria supervisors in the process to follow in preparing special diets; prepare required documentation; follow-up to ensure that the special needs menu requirements are being met.

Prepare and present nutritional information to school staff, students and families in workshop or other formal settings.

Provide guidance to school lunch sites relating to special food needs and allergies; interpret medical statements relating to food requirements or restrictions; participate in Special Education meetings relating to nutritional needs and special diets.

Supervise nutrition interns and food quality control staff including assigning, scheduling and monitoring work; conducting annual and probationary employee performance reviews; training and coaching staff.

Coordinate the Nutrition Intern program; establish a plan to ensure that the intern receives the training necessary to meet the requirements of their internship program; provide guidance to the intern in performing work assignments; establish an evaluation process for appraising the work of interns; provide performance feedback to nutrition services administration.

Establish and lead a committee of Nutrition Services staff to plan and develop recommendations to nutrition services administration for in-service training programs for nutrition services personnel; implement and evaluate training programs.

Develop innovative ways to present training to nutrition services staff, including the use of Power Point presentations, podcasts and on-line training.

Assist with establishing the marketing and nutrition program budgets; monitor expenses.

Coordinate a variety of special projects, including designing studies; conducting research; facilitating focus groups; compiling and analyzing data; developing reports and recommendations for review by nutrition services administration.

Prepare reports and make recommendations; review and edit reports to ensure they are clear, concise, properly organized, consistent with departmental policy and suitable for publication; implement approved recommendations.

Develop grant proposals for funding to provide nutritional education.

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Responsibilities (continued)

Serve on state and local committees and attend professional groups relating to nutrition and the nutritional needs of students; interact with representatives of federal, state and local agencies to gather information and resolve problems.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of nutrition theory and principals.

Considerable knowledge of research methodology and techniques.

Working knowledge of project management.

Working knowledge of city, state and federal food-related laws and regulations.

Working knowledge of grant proposal preparation.

Strong interpersonal skills and the ability to develop successful working relationships with persons representing diverse cultural, ethnic and socio-economic backgrounds.

Strong organizational skills.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to evaluate information and prepare recommendations.

Considerable ability to train, provide work direction and technical guidance to and evaluate assigned staff.

Minimum Qualifications

Bachelor's degree in dietetics, foods and nutrition, food service management or a related field, completion of a Nutrition Internship and three years of professional level work experience in the food service industry. Must have a valid Registered Dietician license from the State of Minnesota and must keep the license valid and up-to-date.