

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FOOD AND NUTRITION SPECIALIST

POSITION: Food and Nutrition Specialist

REPORTS TO: Director of Food and Nutrition Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

Under the direction of the Director of Food and Nutrition Services, develops and plans menus that provide nutritional and appetizing foods to the students and staff of St. Mary's County Public Schools while adhering to federal, state, and local regulations. Work includes providing nutrition services management and operational guidance, assistance, development and implementation of standards and related services.

ESSENTIAL FUNCTIONS:

- Take a leadership role in the development and execution of a strategic plan for menu development in a collaborative customer-driven approach by adapting menus to fit changing customer expectations. Menus will meet all the meal pattern requirements in support of the National School Lunch Program, School Breakfast Program, After-School Snack Program, special diets and other diet accommodations;
- Monitor acceptability of developed menus through planned taste testing events, customer satisfaction surveys, and participation data. Routinely visit and observe cafeterias to evaluate program's nutritional effectiveness and acceptability of menus;
- Develop nutrition education materials, awareness and information for students and their families. Present nutrition education lessons in the classroom, health fairs, family fitness nights and other community outreach events;
- Conduct and maintain up-to-date nutrition analysis of the program's daily menus. Maintain nutrition profile records of products used in daily menus.
- Ensure school nurses are provided with nutrition profiles of all products served in the school cafeterias. Coordinate with school nurses to provide for any special dietary requirements of students;
- Collaborate with food service staff to ensure all food served in the child nutrition programs makes a significant contribution to the development of healthy eating habits and is consistent with nutritional objectives;
- Organize and participate in promotion events in support of child nutrition programs to increase program participation and nutrition education and awareness.

DUTIES AND RESPONSIBILITIES:

- Develop and publish menus that adhere to federal, state, and local regulations
- Coordinate menu planning committee meetings;
- Create and publicize nutrition education materials;
- Participate in educational lessons, health fairs, family fitness nights, and other relevant system-wide and school-based events;
- Maintain and publish nutritional information;
- Visit schools and observe operations of kitchens;
- Assist with answering the telephone and providing office assistance as needed;
- Assist with processing meal benefit forms;

- Analyze existing menus to determine strengths and weaknesses based upon feedback obtained from customer surveys and observation during site visits. Incorporate feedback and suggestions into menu development, as appropriate, while ensuring compliance with nutritional meal pattern requirements and all other program requirements; and
- Other duties may be assigned as needed in support of the food service central office.

QUALIFICATIONS:

Bachelor's degree from an accredited institution in nutrition, dietetics or other related field. Three years of experience in food service work in a school, hospital, institution, or other large-scale multi-site food service operations is preferred. Registered Dietitian (RD) preferred, but not required, with the ability to demonstrate practical understanding and application of dietary requirements and standards in a school food service environment. Other combinations of training and experience will be considered. Excellent interpersonal and communications skills and intermediate skill in using Microsoft Office products is required. Applicant may be required to use a personal vehicle, with mileage reimbursed at the county rate. Applicant must be able to work a flexible schedule due to participation in special evening events.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP