

NUTRITIONIST/DIETITIAN

Sample Job Description for Edit

The fundamental responsibility is to establish nutritional plans, review menus, ensure compliance with nutritional standards, and provide education in meal/nutrition programs. The nutritionist will work to develop and implement a nutrition education program for students, faculty and volunteers as well as assisting in the education of other food service department personnel. Work involves advising on equipment selection and layout of food preparation area including safety and sanitation requirements, supplies, and services needed, and indicates nutrition studies as directed.

ESSENTIAL FUNCTIONS:

- Evaluates adequacy of procedures and quality and quantity control at the school and congregate meal locations;
- Develops and implements nutrition education programs for students, employees, volunteers, and food providers;
- Assists in advising food service personnel on food preparation, equipment, equipment placement, supplies, and services;
- Prepares menus and plans to assist with food buying for on-site preparation;
- Reviews and updates weekly/monthly/annual nutritional plans;
- Assists in staffing the cafeteria;
- Works with food service supervisor to develop a food preparation manual including procedural information on quantity recipes for regular and special diets as required;
- Performs program planning of food service and nutrition education in the classroom;
- Helps establish and maintain standards of sanitation;
- Provides assistance in the solution of nutritional problems related to special needs students or staff;
- Occasionally monitors preparation, delivery, and serving of meals;
- Aids in development of all necessary nutrition forms to record data needed;
- Prepares and submits statistical and narrative reports when needed;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with food service management and workers to provide quality seamless customer service.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Menu planning including quality, quantity, and variety of foods.
- Nutrition assessment and follow-up education.
- Counseling and education programs aimed at nutrition awareness.
- Problems and special dietary needs of students.

Ability to:

- Develop and implement a nutrition education program for students and faculty and organize the work of others.
- Apply specialized knowledge and techniques to nutrition problems.
- Manage menu development for target populations.
- Establish and modify as necessary a weekly/monthly/annual nutritional plan.
- Establish and maintain effective working relationships, communications, and work productively with co-workers, food providers, participants, volunteers, and other appropriate agencies.
- Prepare and present necessary statistical and other reports, oral or written as required.
- Review or check the work products of others to ensure conformance to standards.
- Observe, compare, or monitor data to determine compliance with contractual requirements.
- Work safely without presenting a direct threat to self or others.