



PERSONNEL COMMISSION

Class Code: 0537
Salary Range: 42 (M2)

ADMINISTRATIVE DIETITIAN

JOB SUMMARY

Under general direction, plan, coordinate and participate in District menu planning and development of recipes; supervise and coordinate the use and participation in the USDA Foods Program; assist the Director-Nutrition Services implement, administer and evaluate District-wide Nutrition Education and environmental sustainability programs; assure compliance with applicable State and federal laws and regulations; plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate and participate in District menu planning and development of recipes; oversee the research, development and nutritional analysis of menus, serving guides and recipes; perform cost analysis, recommend cost controls, and pricing of menu items. **E**
- Supervise and coordinate the use of funds and participation in the USDA Commodity Program. **E**
- Review USDA Foods Federal funding entitlement and submitted orders with the California Department of Education Food Program staff to ensure District entitlement is properly utilized in the menu planning process. **E**
- Plan menus according to USDA Foods regulations; select ingredients that complement the student menu; order appropriate foods and other ingredients as the primary USDA Foods ingredients for recipes to ensure recipe compliance with established government rules and regulations. **E**
- Assist the Director-Nutrition Services implement, administer and evaluate District-wide Nutrition Education and environmental sustainability programs; provide recommendations and solutions to resolve issues and concerns to improve services to students and staff. **E**
- Oversee and participate in the analyzing of food products and menu patterns using specialized software; assure nutritional content and meal component standards comply with applicable regulations and nutritional standards. **E**
- Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures; assure efficient, fiscally sound and timely purchases. **E**

- Oversee the development of Nutrition Services procurement policies and procedures; review and approve purchase orders, buy-outs and requisitions; assure compliance with specifications and formal or informal quotations. **E**
- Discuss with manufacturer representatives or vendors, new or improved products, supplies or equipment; oversee or conduct tests and demonstrations of products to determine quality and compliance with specifications. **E**
- Conduct random taste tests, observations and school visits to supervise and monitor overall food quality standards and program compliance; adjust recipes of food products prepared as needed. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Serve as a resource to District staff, parents, school nurses and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. **E**
- Oversee and participate in the planning and coordination of nutrition education promotional programs and activities; plan and conduct educational or training programs related to nutrition for employees, children, parents or civic groups. **E**
- Oversee the development of special diets and reference materials according to physician instructions and District policies. **E**
- Review processed food choices offered to students; conduct student surveys and make site visits. **E**
- Communicate with administrators, staff, Nutrition Services management, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a vehicle to various sites to conduct work. **E**
- Analyze federal, State and local regulations and legislation to assess potential impacts on Nutrition Services programs; analyze, develop and recommend new or revised policies, rules, regulations, and procedures for Nutrition Services and assure compliance. **E**
- Review and make recommendations for the standardization of supplies, equipment, food products, procedures, and staffing patterns. **E**
- Perform research and special projects as directed; monitor routine or special projects and initiate changes to assure expeditious and successful cost-effective completion of work; conduct formal compliance reviews and make site visits to ensure minimal nutritional standards and management of the USDA Foods Program entitlement are met. **E**
- Assist in the preparation of budget recommendations for the Nutrition Services Branch; monitor, authorize and control expenditures in accordance with established limitations. **E**
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. **E**
- Oversee the preparation and maintenance of a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials. **E**

- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of new or revised institutional food service methods and trends and evaluate them for potential application within the Branch. *E*
- Prepare and conduct presentations as requested. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification has responsibility for planning, coordinating and participating in District menu planning and recipe development and assures compliance with applicable State, federal and local laws and regulations governing the School Nutrition Program. An incumbent plans, oversees and manages the procurement of the Nutrition Services Branch supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures. An incumbent supervises staff performing duties related to the procurement of goods and services for Nutrition Services and recipe development and District menu planning.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of large scale food service management, food preparation, and program administration.
USDA Foods Program rules, regulations and related government requirements.
Food sources and purchasing requirements.
Material and equipment needs for central production facilities, school sites and food service warehouses.
Financial record keeping and cost control procedures.
Nutritional requirements of school-aged children.
Menu planning to satisfy nutritional and budgetary goals.
Basic budgeting practices regarding monitoring and control.
Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.
Sanitation and safety practices related to the handling and serving of food.
Nutrition Services organization, operations, policies and objectives.
Proper methods of food transportation, rotation and storage.
Principles and practices of administration, supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Operation of office equipment including a computer and assigned software.
Modern commercial kitchen equipment and utensils.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Mathematical computations.

Ability to:

Plan, coordinate and participate in District menu planning and development of recipes. Supervise and coordinate the use of funds and participation in the USDA Foods Program.

Train, supervise and evaluate assigned staff.

Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements.

Analyze food products and menu patterns using specialized software.

Prepare clear, concise and accurate reports.

Maintain effective cost control records and stock usage reports.

Plan and conduct educational or training programs related to nutrition.

Assist in developing and preparing budgets.

Monitor and control expenditures.

Interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Oversee the establishment and maintenance of records and files.

Drive a District or personal vehicle to conduct work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.

Operate modern commercial kitchen equipment and utensils.

Education and Training:

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

Experience:

Two years of experience at a supervisory or management level in an institutional food service organization involving menu planning, nutritional analysis and procurement of food items, supplies and equipment.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

Valid California Class C driver's license and use of a personal automobile.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Incumbents must possess a valid Food Safety Manager certificate issued by an authorized agency at time of appointment and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Office and kitchen environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers, or other sharp objects.
Exposure to cleaning chemicals and fumes.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

02/08/1996

Revised: 12/8/2011

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