

NUTRITION SPECIALIST

DEFINITION

Develops and analyzes menus and recipes, schedules tests and recommends foods and related products for purchase, serves as a technical resource in matters of nutrition, and provides technical guidance over the operation of various District food service programs to ensure compliance with federal, State, and local nutritional requirements and standards.

TYPICAL DUTIES

- Develops and tests recipes and menus for foods served in District food service programs and schedules taste tests and menu samplings.
- Analyzes menu for nutritional content, costs, and student acceptability, and provides student menu placement recommendations to Food Services administration.
- Develops special diets for students and orders specialty items and ingredients.
- Participates in estimating, ordering, and planning the use of commodity foods in menus and recipes.
- Prepares written instructions, memoranda, and bulletins pertaining to the administration of food service and nutrition education programs, including development of menu patterns, recipes, policies, and guidelines for the maintenance of quality and nutritional value in the preparation of foods.
- Recommends and implements the establishment of changes in specifications used to test new foods and related products prior to purchase.
- Participates in food related bids as part of the source selection committee; including evaluating items, and developing specifications.
- Assists with evaluating new products for nutrition and costing, performs calculations to ensure that products adhere to USDA meal patterns and meet all LAUSD requirements; and with administrative approval, sends requests for pricing to existing vendors and makes recommendations on the purchase of new food items.
- Utilizes approved formulas to determine if new products are compatible with meal cost limitations and may recommend selling prices.
- Monitors District food service programs to ensure adherence to federal, State, and local nutritional requirements and maintains appropriate records.
- Serves as a technical resource on matters of nutrition, including presenting information to students, teachers, parents, advisory groups, regional nutrition councils, and others.
- Plans, develops, and conducts in-service training programs for food service employees and other personnel.
- Conducts research into new developments in foods and related products and methods of food preparation and service, and recommends changes in the District's food service programs.
- Works with students, food service personnel, vendors, and others in developing and introducing new foods and related products.
- Composes reports and publications which are provided to District personnel students, and parents.
- Provides forecasting of usage of perishable or nonperishable items to District warehouses and outside vendors.
- Coordinates deliveries of products with District warehouses, outside vendors, and District central production facilities.

Assists with reviewing provided inventory list for high volume items at District warehouses, District central production facilities, and outside vendors; and adjusts menus as needed with administrative approval.

Resolves complaints received on product quality or delivery service to schools, District warehouses, or central kitchens; and gathers information from initial inquiries related to food recalls and informs schools.

Assists with reports of food-borne illness, quality control, and quality assurance complaints from schools and prepares written reports with recommendations as needed.

May arrange for laboratory testing of food items.

May order food and supplies in connection with special events or programs.

May visit cafeterias and other food service sites to provide technical assistance to personnel in selecting, ordering, preparing, and serving foods.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Nutrition Specialist develops and analyzes menus and recipes; tests and recommends foods and related products for purchase; prepares reports; monitors food service programs to ensure compliance with federal, State, and local requirements and standards; and provides nutrition information to food service employees, school administrators, students, parents, and community groups.

A Senior Nutrition Specialist plans, supervises, and participates in the nutrition activities of the Food Services Division which include developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications and nutrition education activities, recommending products to be purchased, and providing technical guidance and training to District employees and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the District.

A Food Services Staff Aide assists in and conducts studies related to food services and operations of the Food Services Division.

SUPERVISION

General supervision is received from the Senior Nutrition Specialist. Functional supervision may be exercised over the work of Food Services Staff Aides and Food Service Workers. Technical supervision may be exercised over various District food service programs.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of nutrition
- Foods, their nutritive value, and balanced menu preparation
- Quality and quantity food selection and preparation, including menu and recipe development and analysis
- Food testing methodology and equipment
- Federal, State, and local regulations pertaining to school meals and child nutrition programs
- Methods and principles of training
- Food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP)
- Food technology
- Experimental foods
- Food quality control
- Microsoft Word, Excel, Access, PowerPoint, and Filemaker

Ability to:

- Conduct food research
- Analyze nutritional content of menus and recipes including special diets
- Analyze financial data from cafeteria operations and make recommendations to improve operational efficiency
- Lead meetings and discussion groups relative to nutrition and school meal policies
- Work effectively with food service personnel, vendors, and others
- Analyze test data and make recommendations
- Conceptualize and implement new product ideas
- Communicate effectively, both orally and in writing
- Operate a computer including proficiency in word processing and spreadsheets
- Use nutritional analysis software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelors degree in foods and nutrition, dietetics, food science, or didactic dietetics, nursing, biology, or health science.

Experience:

Two years of technical experience in the field of nutrition, dietetics, or implementing child nutrition programs.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.
- A valid Food Protection Manager Certificate from an American National Standards (ANSI) accredited organization.

SPECIAL NOTES

A Registered Dietitian license is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
10-24-19
JXC

Updated
03-05-25
Transportation
Language Only