

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: NUTRITIONIST - EARLY LEARNING SERVICES

BASIC FUNCTION:

Under the direction of an assigned supervisor, assists with the administration of the nutrition and food program for the Early Learning Services Department (Department); oversees student nutrition assessments and develops customized nutrition plans; develops and conducts trainings and provides counseling for staff and parents; provides technical expertise in menu planning; assists with the meal reimbursement process. This classification performs highly technical and professional functions in the provision of nutrition services.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Assists with the administration of the nutrition and food program for the Department in conformance with Head Start, Early Head Start, and State Preschool standards, Child and Adult Care Food Program (CACFP) standards, and other applicable laws and regulations; develops and recommends changes in food service program policies and procedures.

Performs initial and follow-up nutritional assessments of students; identifies and monitors students not meeting appropriate nutrition standards and consults with child's medical provider to develop appropriate corrective nutrition plan; identifies students with food allergies and consults with child's medical provider to identify appropriate food substitutions to ensure nutritional needs are met; develops and plans for meal accommodations to meet student's medical, religious, and personal dietary needs; follows-up with staff, parents and medical providers regarding student's nutritional plan, as required.

In collaboration with food vendors, develops and tests menus and recipes; plans menus that provide nutritional and appetizing meals which are culturally and developmentally appropriate for preschool children; works with vendors regarding new products and services and to resolve issues with their products and services; advises food vendors in preparing and delivering bulk meals to individual sites.

Plans, coordinates and provides nutrition related trainings and workshops for staff and parents; provides counseling to parents regarding their child's nutritional status, dietary needs, and appropriate substitutions for food allergies; plans and facilitates the Parent Nutrition Committee.

Reviews financial statements and takes corrective action when necessary to control costs; submits monthly meal reimbursement claims; assists with the annual preparation of the application to the State for CACFP funds.

Develops and implements standards for the operation of an efficient, sanitary and high-quality food service program; assists in ordering related supplies and food service equipment.

Develops public information materials and media releases pertaining to the Head Start nutrition program.

Advocates for high nutrition standards; works closely with the teaching staff to plan and implement the nutrition education component in the classroom.

Acts as a liaison between the Department and the Office of Child Nutrition within the California Department of Education.

Serves on the Head Start Health Advisory Board; attends a wide variety of meetings.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods and techniques of dietetics and nutrition, including diet planning and preparation.

Principles and practices of quality food preparation, specifications, receiving, storage and distribution including criteria for cost control, nutrition, quality (e.g. appearance, taste, temperature, texture, odor), safety, sanitation, security and timeliness.

State and federal laws and regulations governing Head Start, Early Head Start, and State Preschool program nutrition services.

CACFP and USDA food program guidelines.

Methods of assessing and evaluating the quality and delivery of nutrition services.

Human development including infant, toddler, and preschool nutrition.

Staff development and in-service methods and techniques.

Cultural differences that influence parenting skills and family environments.

Techniques for advising parents and children in nutrition service areas.

Data collection and analysis.

Applicable medical terminology.

Common office software including word processing, spreadsheets and databases.

ABILITY TO:

Interpret and analyze nutrition regulations, research, and trends.

Incorporate diverse cultural considerations into menu planning and nutrition counseling.

Collaborate with health professionals to resolve complex nutrition and food related issues.

Provide in-service trainings on nutrition and food service topics.

Design, use and evaluate nutrition education methods and materials.

Instruct employees and others concerning dietary matters.

Judge food quality.

Prepare records and reports, and operate computer systems and databases.

Develop and maintain effective working relationships with a variety of individuals and groups.

Communicate effectively, both orally and in writing, with individuals of diverse cultural, ethnic, and educational backgrounds.

Accurately present technical information.

Effectively represent the Department within the community.

Operate a personal computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in nutrition, public health administration, or a related field, and three years of experience coordinating a nutrition program for a preschool or similar nutrition program.

Certification as a Registered Dietitian (RD) with the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office and preschool environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Approved by Personnel Commission: May 24, 1991

Revised Approval: 03/26/98; 05/22/03; 04/10/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19