Fargo Public School District Position Description

Position Title: Nutritionist  
Department: Nutrition Services Director  
Reports To: Director, Nutrition Service  
Date: 5-3-05  

TERMS OF EMPLOYMENT:  
Annual period of service shall be 12 months.  

SUMMARY:  
Responsible for required nutrition analysis of menus and development of related informational materials. Analyze school menus, design, print and distribute on a timely basis. Coordinate continuing education opportunities, acceptable production standards, and interaction with students, staff and parents. Work closely with clients that qualify for the free or reduced meal program, maintaining complete confidentiality and thorough documentation. Generate forms and reports as needed by both the nutrition and maintenance departments. Work as a team member of the school district while striving for the betterment of the students, parents, and public in general.  

ESSENTIAL DUTIES AND RESPONSIBILITIES:  

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.  
- Conduct nutrition analysis of elementary and secondary meals on a Nutrikids® computer program which includes containing all nutritional information on products being used, input the data into the program, and analyze the results. Must be able to standardize recipes.  
- Assist with modifying the menus to meet USDA guidelines based on results of aforementioned computer program.  
- Create production sheets for each of the daily menus and for the ala carte items as deemed necessary.  
- Compile monthly menus, design, arrange for printing, and distribute on a timely basis.  
- Organize, print, and distribute daily production and delivery sheets.  
- Calculate the daily lunch counts and update menu selection percentages to ensure accurate forecasting predictions.  
- Develop and manage a system of spreadsheets that effectively forecasts production. Prepare related reports for the Nutrition Services director as requested.  
- Assist in coordination of special nutrition events throughout the year such as National Nutrition Month, Team Nutrition meetings, National School Lunch Week, and National Breakfast Awareness Week.  
- Attend and participate in required meetings such as manager’s meetings, Nutrition Committee meetings, related conferences, workshops, and seminars.  
- Create promotion possibilities, fact sheets and student newsletters regarding various aspects of school nutrition. Distribute to students, staff, and parents as directed.  
- Post, file, and respond to all USDA free and reduced meal program related information and inquiries in a timely manner.  
- Do weekly data entry of all voucher information in the Payables system for Nutrition Services.  
- Generate month-end reports for the Nutrition Services Department.  
- Generate and distribute maintenance correspondence as directed - fix list, purchase orders, vendor contacts, weekly statistical reports, and schedule interviews as directed by the maintenance director.  
- Perform additional duties as assigned by the Nutrition Services Director.  

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
SUPERVISORY SKILLS: The individual will supervise and monitor college students and interns as assigned. Must show interest and enthusiasm in tutoring students while following required curriculum. They will plan
required agendas given by the Nutrition Services Director and will work within the guidelines of the system.

**EDUCATION and/or EXPERIENCE:**
High school diploma and two year nutrition education required (Registered Dietitian preferred). Minimal one year experience in a large scale food service setting. Acceptable computer skills required and an in-depth knowledge of nutrition. Must be willing to cooperate with the Nutrition Services Director, Office Supervisor and Operations Manager and work within the guidelines of the system.

**LANGUAGE SKILLS:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**
Ability to type. Ability to operate a personal computer and related software. Ability to interact positively with school and community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements, Nutrition Services and Board of Education policies. Ability to prioritize and meet deadlines. Ability to manage many tasks with multiple interruptions. Enthusiasm and interest in Nutrition services. Pleasant and efficient with telephone requests.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously sit. The employee will repeat the same hand, arm or finger motion such as when typing. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee is continuously required to interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to 10 pounds such as supplies of copier paper. Specific vision abilities required by this job include close vision, such as to read written or typed material.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work in an area with limited space, busy environment, and frequent interruptions. The atmosphere includes noise, cooking odors, fluctuating temperatures, fluorescent lighting and no windows. Hazards are limited in nature and may be due to office and kitchen congestion. Equipment frequently used includes computer, telephone, fax machine, photocopier, and calculator.

**EVALUATION:** Job performance evaluated in accordance to district guidelines by the Nutrition Services Director.
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.