

## **CNS NUTRITION SPECIALIST**

---

### **Purpose Statement:**

The job of CNS Nutrition Specialist is done for the purpose/s of under the direction of the Director of Child Nutrition Services, provides specialized assistance to the Director in the planning, supervision and implementation of nutrition related department activities including menu planning, nutrition education and staff development/training; and supervising assigned staff.

---

### **Essential Functions**

- Attends meetings, workshops, and seminars for the purpose of receiving and/or conveying information regarding Child Nutrition Services.
- Communicates with district personnel and outside organizations for the purpose of providing information and/or exchanging information, resolving issues and coordinating activities.
- Conducts site observations for the purpose of evaluating kitchen operations and compliance with regulations; coordinating site nutrition activities and submitting site evaluations to appropriate administrator.
- Instructs classroom nutrition education lessons (e.g. newsletter, marketing materials, instructs children, presents age appropriate lessons, etc.) for the purpose of providing nutrition information and education to staff, parents and the public.
- Participates in various activities (e.g. orientation for new personnel, student nutrition committee meetings, etc.) for the purpose of conveying information related to the Child Nutrition Services.
- Performs duties of Director as required for the purpose of ensuring coverage and operations in the absence of the Director.
- Plans monthly student menus for the purpose of communicating menu and/or changes to staff; evaluating menus for nutrient content and compliance with applicable regulations.
- Prepares documentation (e.g. letters, memos, reports, evaluations, grant proposals, etc.) for the purpose of providing written support and/or conveying information.
- Provides specialized assistance to the Director in the planning, supervision and implementation of nutrition related department activities for the purpose of assuring compliance with food safety and sanitation and related health regulations.
- Supervises assigned personnel (e.g. staff development, trains, evaluates, recommends transfers, termination/disciplinary actions, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in a school site kitchen; operating standard office equipment using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: food codes, menu planning, basic teaching principles; safety practices and procedures; quantity scratch cooking nutrition and dietary guidelines; food safety requirements; and pertinent codes, policies, regulations and/or laws

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Registered Dietitian Credential  
ServSafe Instructor Certification  
Valid State Driver's License & Evidence of Insurability

**Continuing Educ./Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Supervisory 41