



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Cafeteria Nutritionist II
<b>Payroll/Personnel Type:</b>	10 Month
<b>Reports to:</b>	Administrative Nutritionist

**Position Summary:**

The nutritionist is responsible for the implementation of the food service program in one or more high or middle schools. Duties are required to administer, plan, direct activities of a food service operation; develop and recommend policies and procedures and provide direction for menu formulation, food preparation and service, purchasing, sanitation standards, safety practices and personnel utilization.

**Essential Functions:**

- Supervise Head Cooks, Cooks, Food Service Workers and other Food Service personnel, to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases, promotion, and disciplinary measures; conduct performance evaluations
- Provide direction to Food Service personnel, including on-the-job and in-service training with regard to food preparation, portion control, service techniques, sanitation, hygiene, equipment use and maintenance
- Plan menus to offer a variety of attractive and appetizing foods while following the Dietary Guidelines for fiber, fat, sodium and sugar, and the USDA regulations regarding meal pattern requirements and meal accountability; consider individual school needs and special dietary and cultural needs of a population; maintain a master file of current menus and recipes
- Use cost information to plan food purchases and structure menus; procure and receive food items, supplies and equipment; maintain stock levels and ensure quality standards are met
- Plan production schedules and techniques to minimize cost, maximize production, and meet all sanitary quality, yield and portion size
- Create and maintain an attractive, clean dining room; ensure all workstations are cleaned and sanitized as required; monitor all equipment for proper functioning and temperature ranges
- Count, reconcile and deposit cash receipts
- Complete monthly physical inventory
- Keep current with Department of Health regulations
- Perform related duties or special projects as assigned

**Experience:**

- Minimum of one year of experience in an institutional food service environment (required)
- Supervisory or management experience (preferred)

**Education:**

- Bachelor's Degree in Dietetics, Nutrition, or a related field or Equivalent capabilities (preferred)

**Knowledge, Skills, and Abilities:**

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form



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- Ability to effectively work and interact with others
- Ability to communicate effectively orally and in writing
- Ability to work with little direct supervision
- Ability to inspect items for proper length, width and shape visually

**Physical Requirements:**

- Sitting, standing, walking, climbing, stooping or crouching, reaching, pushing, grasping, talking
- Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Clarity of vision at 20 feet or more and 20 inches or less with the ability to judge distance and space relationships, bring object into sharp focus and see up and down or to the right or left while fixed on a point
- Must also have the ability to distinguish colors
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Good Working Conditions
- Occasional exposure to elements such as odor, noise, dust, heat, cold, or chemicals

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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.

**Review/Approvals:**

_____	_____
Employee	Date
Immediate Supervisor	Date
_____	_____
Human Resources	Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***