



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

Position Title:	Administrative Nutritionist
Payroll/Personnel Type:	12 Month
Reports to:	Director of Food Services

Position Summary:

The Administrative Nutritionist shall perform all duties required to administer, plan, organize and supervise all activities relating to the Food Service Program in Saint Louis Public Schools including the establishment of policies and procedures, menu formulation, food and equipment purchase, maintenance of sanitation, safety and nutrition standards and personnel and institutional management.

Essential Functions:

- Supervise 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; determine personnel needs conduct performance evaluations
- Plan a master menu in compliance with USDA regulations, budgetary guidelines and nutrient content
- Develop specifications and bid conditions for food purchases, participate in testing and sampling of food products and recommend bid awards
- Monitor quality of food purchased and served daily
- Estimate food needs in advance based on inventory and submit requisitions for purchase; estimate supply needs and submit requisitions for purchase
- Monitor food ordering by schools to assure ordered amounts match the number served
- Review completion of food production records of each assigned school
- Design and execute plans for food service facilities, including physical layout, determining needed equipment and specifications and purchasing equipment
- Prepare, administer and monitor budget for all programs including food and labor cost
- Visit school cafeterias to observe food services, sanitation and safety standards, adherence to Food Service regulations and federal regulations
- Prepare various management reports; write guidelines for operating Food Service programs; develop and update handbooks for Food Service personnel and principals; confer with and instruct principals in Food Service procedures and regulations
- Establish goals and objectives of nutrition education according to the federal and state regulations; provide nutrition education activities, assistance and materials for students, faculty, parents and other groups
- Conduct promotions in schools to encourage participation in Food Service programs
- Attend internal and external meetings and training to network and maintain a current knowledge and skill base
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions



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- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work with, interact with, supervise and lead others
- Ability to communicate in both oral and written formats
- Ability to initiate action and solve problems

Experience:

- Minimum of seven years of experience in an institutional food service operation including at least three years of supervisory or management experience and one year of experience working with the National School Lunch Program (required)

Education:

- Bachelor’s Degree in Nutrition or in Dietetics or related field (required)
- Must be able to obtain certification in Applied Food Sanitation Course approved by the Health Division

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 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
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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

_____ Date
Human Resources

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.