

SCHOOL NUTRITION COORDINATOR

Code No: 3-18-352
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a school district, is responsible for evaluating and monitoring the nutrient content of school meal menus as well as promoting the importance of nutritional meals for students. The employee reports directly to, and works under the general supervision of the Director and/or Assistant Director of School Food Services or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Evaluates and monitors Elementary, Middle and Secondary School menus for nutrient content and menu patterns and makes recommendations to provide nutritionally adequate food;

Approves modified diet menus for nutrient adequacy, accuracy and quality appropriate to the individual students with special needs;

Conducts promotions to increase participation in the School Breakfast and Lunch Program;

Works with various associations to promote the proper nutrition needed at breakfast and lunch, as well as the importance of eating well to increase learning capabilities at school;

Participates in health fairs and promotions to increase community awareness;

Promotes healthy food and meal selection by students;

Consults with health care professionals at school concerning the nutritional care of students;

Provides nutritional awareness, information and education materials for students as requested by school administrators and educators;

Plans, organizes and conducts orientation and in-service educational programs for food service personnel, school staff and the Parent Association;

Assists with creating and modifying recipes to meet the United States Department of Agriculture (USDA) standards;

Trains food service managers on updated nutritional guidelines and proper techniques for improving and revising menu items to meet nutritional standards;

Plans and develops supervised experience for student(s) enrolled in college dietetics programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the fundamentals and standards of nutrition and applications to a school food service program; good knowledge of school districts policies relating to a food service program; good knowledge of menu planning and preparation; ability to recommend and implement nutritional standards in accordance with USDA guidelines, the Child Nutrition Program, and any other applicable regulations; ability to communicate orally and in writing; ability to create/write newsletters for publication; ability to establish and maintain effective working relationships with students, parents and school staff; ability to conduct promotional campaigns; planning and organizational ability; good judgment; physical condition commensurate with the

demands of the position.

MINIMUM QUALIFICATIONS: Must possess a valid certification by the New York State Education Department as a Certified Dietitian, Nutritionist, or Dietitian-Nutritionist, OR a valid Registered Dietitian Nutritionist (RDN) or Registered Dietitian (RD) credential by the Commission on Dietetic Registration.*

*copy of certification must be submitted with application.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: March 6, 1997

REVISED: August 9, 2001

REVISED: September 6, 2018