



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6567
Pay Grade: E01

FLSA: Exempt
PTS

NUTRITION SPECIALIST
REPORTS TO: Coordinator, Food and Nutrition
SUPERVISES: Not Applicable
QUALIFICATIONS: Associate's degree from an accredited college or university in Food and Nutrition or related field, plus five (5) years related experience to include three (3) years' experience supervising or coordinating food service personnel. OR demonstrated completion of Food Service Industry-related management training plus Five (5) years of related experience to include three (3) years' experience supervising or coordinating food service personnel. Must possess a valid Class E non- commercial Florida Driver's License. PREFERRED: Registered or Licensed Dietitian.
MAJOR FUNCTION
Performs advanced, specialized duties in areas of menu planning, recipe development, food taste testing, marketing and promotions, nutrition education and special student nutritional requirements in accordance with federal, state and local policies pertaining to the Food and Nutrition Program.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Assists in planning meals meeting USDA recommended nutritional requirements within established budget limitations.• Develops and standardizes recipes; assists in planning substitutions where necessary.• Maintains quality standards by testing products for student acceptance; designs surveys and conducts student taste tests.• Develops and maintains accurate digital signage and web-based interactive menus.• Develops and assists school sites with promotional materials and plans.• Develops and maintains production records and Hazard Analysis Critical Control Point (HACCP) tools for schools.• Maintains the ingredient database as a resource for students, parents and staff.• Maintains school nutrition software for current recipes, pricing, ingredients and nutritional information.• Coordinates nutrition curriculum with Teaching and Learning Services department.• Conducts nutrition education classes for students; supports classroom teachers.• Provides in service training in nutrition education, special diets and marketing.• Provides resources and support for Food and Nutrition related grant activities.• Participates in professional development/training and maintains the hours required by USDA for professional standards.• Performs other related duties as assigned.

NUTRITION SPECIALIST

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/29/21 LM; BOARD APPROVED: 10/26/21

NUTRITION SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Nutrition Specialist - PTS