

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Nutrition Support Analyst

Department: Child Nutrition

Grade: K
H.P.D 8
D.P.Y 260

Date Reviewed: August 2021

Reports To: Child Nutrition Director

Purpose of Job

The purpose of this job is to ensure the effective and efficient use of nutrition resources leading to improved student achievement by performing and maintaining all District level nutritional calculations and analysis, menu development, menu cost analysis, production record development, recipe development, recipe testing, recipe standardization, nutritional software set-up, nutritional software system information upkeep, and ensuring all nutrition related areas meet Local, State, and Federal requirements.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Coordinate the nutrient analysis of all food items and determine if these items meet current local, state, and federal guidelines for compliance. Also, conduct nutrient analysis throughout the year to ensure nutritional compliance with local, state, and federal guidelines.

Develop food and non-food bid specification for procurement purposes.

Analyze, interpret, and make recommendations for food and non-food purchases. Perform analytical comparative studies to assist in district level decision-making relative to Child Nutrition needs.

Responsible for recipe development, testing, and standardization at the District level and assist with site recipe testing and standardization.

Compose documents to relate instructions, training, policies, procedures, nutrient calculations, recipe conversions, or cost analysis for use in external or internal dissemination of information as it relates to position.

Coordinate and oversee product testing and product sample acceptance as needed in determining the best food and non-food items to purchase.

Assist with financial analysis and budget preparation as it relates to position.

Oversee all nutrition related records at the District level and ensure they are organized, accurate, and maintained for the specified length of time determined by Local, State, and Federal guidelines.

Address and resolve concerns at the District level of parents, students, faculty, staff, and principals as they relate to position

Assist in the development of and modifications to business and nutrition related policies

Develop departmental brochures/handouts and communication literature for customer use for the Child Nutrition Department.

Develop and implement promotional plans to enhance public relations and increase participation for the Child Nutrition Department.

Provide detailed cost analysis and assist in establishing pricing for all meals each school year for the entire District based on USDA calculations, projected revenue and expenditures, market trends, and detailed program analysis.

Provide nutrition education, training, and support as assigned by the Child Nutrition Director.

Assist with the planning, development, and implementation of all menus for the District ensuring they meet federal and state regulations.

Develop menus that meet all state and federal guidelines, as they pertain to Child Nutrition, for special diets while working with parents, cafeteria managers, field managers, and school health personnel to ensure the best overall results.

Maintain and update online menu system for department.

Maintain production record templates using menu management software.

Consult with the State Department of Education and other governing bodies on policy/regulations and compliance issues for the Child Nutrition Department.

Additional Job Functions

Performs other duties as required.

Minimum training and Experience Required to Perform Essential Job Functions

A Bachelor degree in foodservice or related field with a minimum of three (3) years of related work experience. Related qualifying experience may be substituted for the degree requirement. Related work experience is a must; or 1 year of work experience with a related bachelor's degree may be considered. A RDN is preferred. Culinary background is preferred. ServSafe Certified, School Nutrition Certification and/or Credentialed (SNS – School Nutrition Specialist) preferred. Must be willing to participate in Professional Organizations and meetings associated with foodservice, nutrition, and/or dietetics. Must have a Valid Tennessee driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and computer equipment which includes a mainframe computer, personal computer, printer, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for Sedentary to Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical/administrative information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate instructions to individuals possessing varying degrees of computer knowledge.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Child Nutrition operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the Child Nutrition Department.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the Child Nutrition Department.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date