

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6560
Pay Grade: C01

FLSA: Exempt

**MENU PLANNING / NUTRITIONAL
EDUCATION SPECIALIST**

MAJOR FUNCTION:

Performs advanced, specialized duties in areas of menu planning, food taste testing, and quality assurance of recipes, nutrition education and special student nutritional requirements in accordance with School Board policies and procedures and State and Federal standards pertaining to the School Food Service Program.

DUTIES AND RESPONSIBILITIES:

- Assists in planning meals meeting USDA recommended nutritional requirements within established budget limitations.
- Tests recipes for quality and yield.
- Develops and standardizes recipes; assists in planning substitutions where necessary.
- Calculates food/portion cost and recipe cost.
- Provides quality assurance by testing for taste, smell, and appearance; designs questionnaires and conducts student taste tests in schools.
- Tests sample food products for quality and yield and recommends or rejects products for purchase.
- Prepares nutrition education materials.
- Conducts nutrition education classes for students and Food Service employees.
- Provides in-service training in food preparation and portion control.
- Assists with Accuclaim reviews.
- Develops and conducts training program for Food Service employees concerning special diets for handicapped students.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university in Food and Nutrition, plus five (5) years experience in quantity food preparation and procurement.

PREFERRED:

Registered or Licensed Dietitian.

ISSUED: 5/94 PBL; BOARD APPROVED: 5/11/94; MQ's REVISED: 7/98 PBL, BOARD APPROVED: 8/25/98

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.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				