

Duty Statement

Nutritionist

1. Prepare and ensure that all menus reflect approved nutrition guidelines. Order and approve all food items, ensuring the best price and highest quality. (Code 1)
2. Model approved nutrition practices for the kitchen staff. Provide training in nutrition and food handling techniques as needed. (Code 1)
3. Assure that food storage, food preparation, and food service areas are hygienically clean in accordance with the California Uniform Retail Food Facilities Law. (Code 1)
4. Assure that cleaning supplies are stored and locked away from children. (Code 1)
5. Assure that First Aid supplies are well stocked and stored in a specific location known to all staff. (Code 1)
6. Provide first aid or direct medical services to students. (Code 2)
7. Refer or follow up with school nurse regarding student health concerns. (Codes 4, 8)
8. Follow the mandate to report and make referrals to appropriate staff or agencies in the event of suspected child abuse. (Codes 1, 3, 4)
9. Assist an individual to obtain transportation to non-medical or Medi-Cal services. (Codes 9, 10)
10. Assure positive communication is provided and problem solving skills encouraged. (Code 1)
11. Work cooperatively with teachers, administrators and other staff members to assure the effectiveness of the Nutrition team and program. (Code 1)
12. Bring concerns/problems to the attention of the Program Director, Site Supervisor, School Nurse or other Medi-Cal providers in a timely manner. (Codes 1, 3, 4, 7, 8)
13. Regularly evaluate the needs of the district and staff and make recommendations for program improvement. (Code 1)
14. Regularly meet or collaborate with administrators, staff or other agencies to program plan or develop policies for program improvement. (Code 1, 13, 14)
15. If applicable, supervise and evaluate kitchen staff. (Code 16)
16. Integrate a multi-cultural menu that meets all children's nutritional needs. (Code 1)
17. Provide nutritional information, materials or instructions to students and parents about good nutritional habits and lifestyle choices. (Code 1, 3)

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18. Collect eligibility papers or verify initial or continuing eligibility for all students participating in the National School Lunch Program, Child Care Food Program or the Free and Reduced Lunch Program. (Code 1)
19. Maintain rosters with enrollment dates and drop dates recorded. (Code 1)
20. Use client information gathered from the various lunch program applications to facilitate the Medi-Cal application process and expand enrollment in Medi-Cal programs and services. (Codes 4, 6)
21. Inform or refer individuals or families about programs such as Food Stamps, WIC or other social or educational programs available in the community. (Codes 3, 5, 7)
22. Inform or refer individuals or families about programs such as Medi-Cal/Healthy Families or other health/nutritionally related services that are available in the community. (Codes 4, 8)
23. Process "Claim for Reimbursement" forms monthly and send to the California Department of Education. (Code 1)
24. Arrange for or provide translation services to facilitate access to non-medical or Medi-Cal health services. (Codes 11, 12)
25. Assure State licensing requirements and district policies are current and adhered to on a consistent basis. (Codes 1, 16)
26. Develop, implement, and coordinate nutrition education for parent meetings which may include nutrition related outreach materials. (Codes 1, 3, 7, 13)
27. Develop, implement, or coordinate materials that may include Medi-Cal outreach for student or parent meetings. (Codes 4, 14)
28. Attend and participate in all required staff meetings, in-service trainings or orientations as necessary. (Codes 1, 4, 15, 16)
29. Review MAA codes and complete the MAA survey form. (Code 15)
30. Completing personal mileage and expense claims. (Code 16)
31. Reviewing school policies, procedures, or rules. (Code 16)
32. Paid time off including paid lunches, breaks, jury duty, sick, bereavement or vacation leave. (Code 16)