



The School Board of Polk County

<https://www.polk-fl.net>

Job Description

Position Title: Analyst, School Nutrition
FLSA Status: Exempt
Salary Grade, if non-union: SG18
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work in assisting in the planning, organizing and implementing of a school nutrition program for the School District.

Essential Functions of this Job:

Serves as a staff assistant to the Director, School Nutrition. Assists Coordinator, School Nutrition in developing all program menus and conducting comprehensive nutrient analysis of all menu items. Maintains a food allergen database for all menu items. Analyzes special diet requests pertaining to food allergies and special needs, and develops appropriate diet modifications. Coordinates the testing of new food products and the development of educational aspects of the program for better health and nutrition. Serves on the committee for the Local Wellness Policy. Conducts training courses for school nutrition personnel. Supervises foodservice activities in one-quarter of all district schools including the selection and evaluation of school nutrition managers. Provides technical assistance to school nutrition managers as it pertains to the computer based point of service system. Assists in planning new facilities and renovation of facilities. Communicates and works with managers and principals in assigned schools. Develops a professional development plan for school nutrition staff who do not meet job expectations. Conducts in-depth administrative reviews of assigned schools each school year.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the policies, laws and regulations governing school nutrition programs established by federal, state and local agencies. Extensive knowledge of nutrition, menu planning/analysis

and recipe development. Ability to coordinate and supervise the activities of school nutrition personnel. Ability to identify and evaluate practices for an effective foodservice program. Knowledge of food production and sanitation techniques. Ability to work as part of a team effort. Knowledge of general accounting techniques as they relate to food costing. Knowledge of supervisory and management techniques. Knowledge of personal computers, databases, point of sale and related software. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

A Bachelor's Degree in Nutrition & Dietetics is required. Registered Dietitian (RD) credential or RD eligible is preferred. A Master's Degree in nutrition, business or a related field is preferred. Applicant should achieve School Nutrition Specialist (SNS) credential within two years of hire. Two to three years related experience preferred.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires travel at times to schools and worksites within the district. Requires sitting, standing, and moving about for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

Local Code: 10029

EEO5: 44

Approval Date: 2010-09-09

Date Last Revised: 2018-07-23

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.