



POSITION DESCRIPTION

JOB TITLE: Nutrition Technician Job Class: 7016		
DATE	DEPARTMENT OR SCHOOL Head Start	DIVISION Early Childhood Education/ Office of Academic Excellence
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Plans the Head Start nutrition program in accordance with appropriate regulations and standards.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Plans the nutrition program in accordance with Head Start Performance Standards.
2. Plans menus for children from the Milwaukee Public Schools Department of School Nutrition Services menu choices with input from staff and parents.
3. Maintains production records, meal counts and menus in accordance with Head Start Performance Standards.
4. Works with families and staff in promoting health nutrition practices and in any special nutritional needs of students. Adapts menus to meet those needs and advises schools of special dietary needs of children in the program in consultation with the staff of the Department of School Nutrition Services.
5. Ensures all Head Start students receive one-third to two-thirds of their daily nutritional needs through the meals served at school.
6. Visits school sites on a regular basis to monitor and observe meal service in the classroom, and provide teachers with a checklist of all things that should happen at meals.
7. Monitors students with food allergies and lactose intolerance. Works in consultation with the staff of the Department of School Nutrition Services to make sure that food and milk substitutions are made in accordance with Head Start Performance Standards.
8. Maintains collaborative relationship with the Department of School Nutrition Services.
9. Works with Lunch Application office to ensure that families have submitted a timely application for benefits. Monitors eligibility of students in the Head Start Program.

10. Works closely with the Head Start Health Coordinator to align activities.
11. Ensures all classrooms have supplies necessary to conduct family style dining.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General Supervision provided by Coordinator, Head Start and some direction from the Food Services Department.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

General instructing on methods and portions, etc. to be used for Head Start, no direct reports

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Associate's degree in dietetics, food service or a related field from an accredited program and Registration as a Dietetic Technician (DTR) by the American Dietetic Association.

Experience Requirements

Two years of experience in a directly related field; experience working with children is desired. Public sector experience is a plus.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are necessary. Must be able to maintain appropriate records for Head Start children. General knowledge of a personal computer with MS Office software. Must be able to work with diverse groups of people. Coordination with the other Food Service staff is necessary. An understanding of food service equipment and inventory control would be helpful. Must be able to follow safety procedures. Must be able to work in a team environment.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment; occasional travel between locations. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Moderate physical activity, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF

ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.