

## **Nutrition Technician (Milwaukee Public Schools)**

### **NUTRITION TECHNICIAN 10-month position (30 hours/week)**

#### **THE PURPOSE:**

- The Nutrition Technician with Milwaukee Public Schools (MPS) plans the Head Start nutrition program in accordance with Head Start performance standards and works in coordination with the Division of School Nutrition Services.

*The Nutrition Technician will work 6 hours per day, 5 days a week for a total of 187 days per year. The hourly salary range for this position is \_\_\_\_\_. These are \_\_\_\_\_ rates and are subject to change pending current union negotiations.*

#### **ESSENTIAL FUNCTIONS:**

- Plans the nutrition program in accordance with Head Start Performance Standards.
- Maintains production records, meal counts and menus in accordance with Head Start Performance Standards.
- Works with families and staff in promoting healthy 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.
- Ensures all Head Start students receive one to two-thirds of their daily nutritional needs through meals served at school.
- 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.
- Monitors students with food allergies and lactose intolerance and works in consultation with the Department of School Nutrition Services to make sure that food and milk substitutes are made in accordance with Head Start Performance Standards.
- Maintains a collaborative relationship with the Department of School Nutrition Services in conjunction with the Health, Mental Health & Disabilities Manager.
- Works with the Lunch Application office to ensure that families have submitted a timely application for benefits and monitors eligibility of students in the Head Start Program.
- Works closely with the Head Start Health Coordinator to align activities.

- Ensures all classrooms have supplies necessary to conduct family style dining.
- Performs other job-related duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

Associate's degree in dietetics, food service or a closely related field from an accredited college or university.

- ***A copy of school transcripts must be attached to the application.***
- Registration with the American Dietetic Association as a Dietetic Technician or eligibility for registration at time of appointment.
- Two years of experience performing duties related to this position.
- A valid State of Wisconsin Driver's License at time of appointment and throughout employment.
- Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS:**

- Experience working with children in a school environment.
- Public Sector work experience.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Strong written and oral communication skills.
- Ability to maintain accurate and complete records.
- Ability to handle multiple projects with varying and often tight deadlines.
- Proficiency using basic computer programs including database management, word processing and spreadsheets.
- Ability to work effectively in a team environment.
- Ability to work with a diverse group of staff and students.
- Strong interpersonal skills.

**THE CURRENT SALARY RANGE IS:** \$\_\_\_\_\_ (10-month—30 hours/week).

These are \_\_\_\_ rates and are subject to change pending current union negotiations. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after \_\_\_\_\_. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

*The City of Milwaukee is an equal opportunity employer and values and encourages diversity.*

**#09-024—RRD (SM) 4/13/09**

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### **TO APPLY FOR NUTRITION TECHNICIAN:**

1. You must meet the **Minimum Requirements** listed above.
2. [Click here to download and print the application \(Adobe pdf\)](#). *Use black ink only.*
  - Submit the application **and** a copy of college transcripts by \_\_\_\_\_ to the address listed on the top, right-hand corner of the application.
  - If submitting the transcripts separately, **be sure** to write the exact Job Title on the envelope **AND** at the top of the 1st page of the transcripts.
  - You may also drop off the application and required documents (see *Minimum Requirements above*) in Room 706 of City Hall, weekdays from 8:00 am - 4:45 pm (CST); [click here](#) for City holidays.
3. Conviction records must be listed on the application. [Click here](#) for Guidelines (*pdf*).
  - **QUESTIONS?** [Click here to send an email message](#).
  - For more information about City of Milwaukee employment and benefits, [click here](#) (*pdf*). *The fringe benefits listed on page 2 are City of Milwaukee benefits. Benefits provided by Milwaukee Public Schools (MPS) are comparable though not identical. MPS employees receive 3 weeks paid vacation after one year of service.*
  - For a guide to the City's selection and testing process, [click here](#).