

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES PROGRAM SUPERVISOR (Range S20)

BASIC FUNCTION:

Under the direction of the Director of Nutrition Services and/or designee, coordinate and supervise special program activities of the nutrition services department. Monitor source funding and services offered and assist with the development and promotion of nutrition program.

REPRESENTATIVE DUTIES:

Plans, coordinates and completes program activities directly supporting the program's purpose and mission. *E*

Serves as principal contact to assigned partner service agencies and/or collaborators. *E*

Serves as technical and subject matter resource for varying projects as needed. *E*

Analyzes program, participant and other information; prepares reports, briefings, summaries, documents, agenda items and correspondence in a complete, concise and accurate manner; presents reports and briefings in written and verbal manner as needed. *E*

Prepares and maintains records, files and data for special programs, grants etc. *E*

Operate a computer and assist with data input as required. *E*

Organizes, coordinates, and completes assigned special projects as they occur. *E*

Utilize automated record-keeping software and computer terminals to monitor and maintain records and to generate reports.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The principles of nutrition and their application as it relates to the feeding of school age and pre-school children.

Current information and resources related to nutrition.

Editing rules and guidelines used in contemporary writing styles.

Research methods and funding sources for grant opportunities.

Grant application process.

Record-keeping and report preparation.

ABILITY TO:

Work under pressure to meet deadlines.

Compile, write, and edit all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.

Research, design, develop and present materials as applied to nutritional training and informational programs.

Communicate effectively both orally and in writing.

Make accurate mathematical calculations.

Input data and apply word processing techniques.

Prepare clear and complete proposals and reports.

Work effectively in the absence of supervision.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Bachelor's degree in nutrition, business, English, or related field, or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks. Technical experience, including responsibilities involving nutritional feeding programs for children and grant writing experience for federal, corporate, foundation, and/or professional agencies are desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office and Central Kitchen environment.

PHYSICAL ABILITIES:

Seeing to perform activities.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate business related equipment, and handle and work with various materials and objects.