

# NUTRITION TECHNICIAN

(10-month position)

**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.

## 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 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.
- 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.

## MINIMUM REQUIREMENTS:

- Associate's degree in dietetics, food service or a closely related field from an accredited college or university.
- 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:** \$15,801 - \$20,132 (10-month).