

NUTRITION TECHNICIAN

10-month position (30 hours/week)

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 healthy nutrition practices and in accommodating 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 the expectations of appropriate meal service.
- 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 Head Start Health Coordinator.
- Works closely with the Head Start Health Coordinator to align nutrition activities with other health 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.
Note: Copies of transcripts should be submitted with application or sent to the City of Milwaukee, Department of Employee Relations, Attn: Box NT, 200 E Wells St, Rm 706, Milwaukee, WI 53202 – OR send via email to staffinginfo@milwaukee.gov. (Student copies are acceptable).
- Two years of experience performing duties related to this position.
Equivalent combinations of education and experience may also be considered.
- Registration with the American Dietetic Association as a Dietetic Technician (DTR) or eligibility for registration at time of appointment.
- 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.

Nutrition Technician (MPS)

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: \$16,439.81 - \$20,945.54 (10-month—30 hours/week).

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; 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 **August 26, 2011**. Receipt of applications may be discontinued at any time 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.

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8/1/11