Provides nutritional expertise to students and staff concerning health, wellness and diet. Conducts nutritional assessments and diet consultation. Evaluates assessments and makes recommendations for changes as appropriate. Assists senior staff with administrative functions covering planning, organization, implementation and delivery of department's nutritional program.

Assists the dining services senior staff in the development and maintenance of health menu choices including standardized recipes and food preparation procedures to obtain quality food production. Maintains department's healthy choice program including providing nutritional cards for all items served in the dining facilities.

Directly or indirectly supervises department employees and/or student workers, usually through one or more supervisors. Performs recruitment, screening, hiring, orientation and training of department staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees, as required. Resolves problems referred by subordinate supervisors or staff. Oversees processing of time cards and delivery to payroll.

Develops dietary policies and procedures. Establishes and monitors quality control procedures to ensure appropriate delivery and preparation of healthy menu choices.

Provides nutritional education to students, exhibits on various nutrition topics in the residence halls and nutritional information for the web page. Develops and maintains materials and information for display on the education bulletin boards in residence halls.

Receives and identifies nutritional components of foods, diets and menu choices. Establishes and maintains nutritional records and information. Recommends program modifications or creation of new programs and services.

Participates in strategic planning for department or section. Provides input and assists in developing goals and objectives. Participates in planning and implementing department programs, projects and activities. Administers programs and projects as assigned.
Develops and administers program budget. Monitors expenditures for adherence to budget guidelines and analyzes for cost effectiveness. May approve expenditures for specific program areas.

Provides customer service to students, faculty, staff and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other staff members. Maintains friendly, helpful demeanor.

Participates in planning, implementing and administering educational, marketing and communications programs within the department as assigned.

Maintains a thorough understanding of all departmental and University policies and procedures, as well as applicable government and industry standards, and ensures adherence to them.

Maintains automated systems used for menu management and nutritional data. Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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<tr>
<th>Essential</th>
<th>Yes</th>
<th>No</th>
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In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's Degree

**Minimum Experience:**

3 Years

**Minimum Field of Expertise:**

Experience as a registered dietician in a health care or educational setting. Degree in dietetics, nutrition or related field. Must be a current member of the America Dietetic Association.

**Preferred Education:**

Master's Degree

**Preferred Experience:**
5 Years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.

**Managerial Skills**

- Marketing
- Mediation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Teaching/Training

**Skills: Machine:**

- Adding Machine
- Computer Network (Department or School)
- Personal Computer

**Supervises: Level:**

Supervises employees and student workers

**Supervises: Nature of Work:**

- Administrative
- Service/Maintenance

**SIGNATURES:**

Employee: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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