UNIVERSITY OF SOUTHERN CALIFORNIA
Nutrition Coordinator
Job Code: 161015

Grade: D
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Provides meals and snacks for children in a preschool, day care or other child development facility. Plans menus, prepares orders for food and supplies, maintains inventory and facility in compliance with Health Department codes and center policies.

JOB ACCOUNTABILITIES:

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

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes
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:
High School or equivalent
Combined experience/education as substitute for minimum education

Minimum Experience:
1 Year
Minimum Field of Expertise:

Knowledge of nutrition as it relates to child growth and development. Basic reading, writing, and arithmetic skills for planning menus and food/supply orders based on portion control guidelines.

Preferred Education:

Specialized/Technical Training

Preferred Experience:

2 Years

Preferred Field of Expertise:

2 - 3 years in a child care center.

Skills: Administrative:

Balance figures
Communicate with others to gather information
Compute totals
Coordinate work of others
Read handwritten text
Understand and apply policies and procedures
Verify calculations

Skills: Other:

Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Planning

Supervises: Level:

Leads one or more employees performing similar work

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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