



<p><b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>	
<p><b>JOB TITLE:</b> Nutrition Coordinator</p>	
<p><b>JOB SUMMARY:</b></p> <p>To organize, plan and conduct nationwide nutrition programme to assist in the promotion of health and control of diseases. Work involves lecturing on the food groups, the value of food and the utilization of foods by the human body. The incumbent also organizes, plans and directs activities at schools and Parents Teachers Association. Conducts in-service programmes at various institutions. Work is performed with considerably independence under the supervision of the Operations Director, School Nutrition.</p>	
<p><b>REPORTS TO:</b></p>	<p>Operations Director, School Nutrition Unit</p>
<p><b>SUPERVISION GIVEN TO:</b></p>	<p>Nutrition Officers, Research Officer and other staff as authorised</p>
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Organizes, plans and conducts nationwide nutrition education programmes to assist in the promotion of health and control diseases.</li> <li>• Lectures to groups on food values and the utilization of food by the human body</li> <li>• Organizes, plans and directs all activities at the Nutrition Unit</li> <li>• Conducts in - service courses pertaining to nutrition for our staff and Caterers.</li> <li>• Supervises a group of subordinates and clerical support staff</li> <li>• Heads the unit research activities in collaboration with the other professionals</li> <li>• Prepares advisory materials such as diets, teaching aids and posters for nutrition education purposes.</li> <li>• Attends meetings pertaining to Nutrition and other related matters</li> <li>• Prepares reports and recommendation to assist in the formulation of policies and procedures for nutrition programmes.</li> <li>• Performs related duties as required</li> <li>• Authorized to enter Unit Kitchens and schools for any involvement in Nutrition.</li> <li>• Prepares workshops for caterers and staff.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>• Considerable knowledge of the principles and practices of dietetics and nutrition</li> <li>• Considerable knowledge of current development in the field of nutrition</li> </ul>



<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to apply nutrition principles and practices to our students at schools</li><li>• Ability to gain the confidence and support of professional workers in the development of nutrition programmes</li><li>• Ability to prepare and deliver effective talks for students, teachers and parents, and to prepare and present nutritional charts and exhibits for demonstration purposes.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>• Training as evidenced by the possession of an Undergraduate degree in Business Nutrition, Dietetics or equivalent tertiary qualification.</li><li>• Post graduate training in Nutrition or its equivalent.</li><li>• At least five years experience in the food industry.</li><li>• At least two years experience at a supervisory level.</li></ul>	