



<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Nutrition Officer</p>	
<p>JOB SUMMARY:</p> <p>The incumbent is required to devise and recommend on measures for the maintenance of high nutritive and hygienic standards in the School Nutrition Programme.</p>	
<p>REPORTS TO:</p>	<p>Operations Director</p>
<p>SUPERVISION GIVEN TO:</p>	<p>Food Service Officers</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Plan standard menus and recipes and advise on the preparation and service of meals to students. • Inspect kitchens, storerooms, equipment and meal centres to ensure compliance with hygiene standards. • Prepare and conduct programmes, such as lectures and demonstrations, on various aspects of nutrition education and food hygiene for students, parents and teachers. • Monitor the preparation and distribution of meals at all distribution centres by making periodic visits to ensure compliance with directives. • Advise caterers on the acquisition of replacement kitchen equipment. • Develop strong partnership/relationship with staff of the School Nutrition Unit, the wider members of the Division, and the general public. • Be rational in dealing with all members of staff. • Willing to work with and support the decisions of superior officer. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Considerable knowledge of dietetics and the nutritive value of food. • Knowledge of the methods, materials and equipment used in the food industry. • Knowledge of the rules and regulations governing public health as it relates to preparation and handling of food.
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Ability to prepare menus. • Ability to coordinate the activities of subordinate staff.



	<ul style="list-style-type: none">• Ability to establish and maintain effective working relationships with the nutrition staff and other employees in the Division.• Report writing skills• Computer literacy skills• Good communication skills.• A commitment to the provision of excellent service.• Be confident, hardworking and trustworthy
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MINIMUM EXPERIENCE AND TRAINING:

<ul style="list-style-type: none">• An undergraduate degree in Food and Nutrition, Home Economics or related field, or any other equivalent combination of experience and training.
