

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: NUTRITION SPECIALIST ASSISTANT (Range 8)**

#### **BASIC FUNCTION:**

Under the direction of the Nutrition Specialist, assist in providing instruction to individuals or small groups of students with nutrition education activities and community events that promote healthy eating and physical activity for low-income families, the target population, SNAP (Supplemental Nutrition Assistance Program) recipients and other similar households.

#### **REPRESENTATIVE DUTIES:**

Assist in the delivery of general nutrition education to individuals or small groups of students in an assigned classroom or group setting. *E*

Assist in preparing lessons as directed by the Nutrition Specialist. *E*

Assist in staffing health fairs and other community or promotional events where nutrition education messages are delivered. *E*

Assist with writing project reports and preparations of quarterly reports as well as maintaining program reporting and tracking systems. *E*

Perform routine clerical duties such as preparation of instructional and classroom materials; operate laminator, computer, fax or copier as assigned. *E*

Provide support to the Nutrition Specialist by setting up work areas, displays and exhibits, taking attendance, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Assist in the direction of group activities of students as assigned; assist in monitoring activities as assigned. *E*

Confer with Nutrition Services staff concerning programs and materials to meet student needs as needed. *E*

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Dietary guidelines and sound nutrition principles

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Equipment as assigned by the position.

Safe practices in classroom and outside activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Assist Nutrition Specialist with assigned instructional activities.  
Assist with instruction and related activities in a classroom or assigned learning environment.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform routine clerical duties in support of assigned activities.  
Print and write legibly.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Learn procedures, functions and limitations of assigned duties.  
Learn to apply and explain policies and procedures related to program activities.

**EDUCATION AND EXPERIENCE:**

Minimum one year experience or education in Nutrition, Health Education or related field required.  
Nutrition focused public speaking preferred

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License  
Food Handler's Card or Serve Safe Certification

**WORKING CONDITIONS:****ENVIRONMENT:**

Classroom and outdoor environment

**PHYSICAL ABILITIES:**

Seeing to monitor student behavior during activities  
Hearing and speaking to exchange information related to classroom assignments  
Bending at the waist, kneeling or crouching to assist students  
Standing and walking for extended periods of time