



USC University of Southern California

Manager, Nutrition Job Description

JOB INFORMATION

<i>Job Code:</i>	143036
<i>Job Title:</i>	Manager, Nutrition
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Nutrition Services
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Oversees a comprehensive nutrition program (e.g., meal planning, education, and counseling). Develops, implements, and maintains effective nutrition, meal, and hydration plans and initiatives. Develops nutrition education resources, manages the operation of fueling stations, and serves as an expert nutritional resource for the university.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Nutrition	Or
	X	Master's degree	Exercise Science	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years	working in a collegiate nutrition department.	
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of FERPA and HIPAA rules and regulations.

Licenses

Req	Pref	License(s)
X		Registered dietitian with active registration by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees a comprehensive nutrition program (e.g., meal planning, education, and counseling) based on client needs. Develops, implements, and manages programming and oversees the development and revision of operating procedures and guidelines. Develops short- and long-term strategic department plans and manages budget and financial responsibilities. Manages assigned staff, student workers, and resource employees.				
Leads the development, implementation, and maintenance of effective nutrition, meal, and hydration plans and initiatives based on client needs. Monitors and evaluates client nutrition status, reports on relevant metrics as required, and consistently makes improvements to plans. Develops and delivers nutrition education presentations, demonstrations, events, and resources to support educational efforts.				
Supports student-specific nutrition assessment, counseling, and education (e.g., weight management, exercise training) and/or to address nutritional challenges to performance, (e.g., recovery, immunity, disordered eating), coordinating care with internal and external stakeholders as required.				
Manages the operation of fueling stations (e.g., product selection, inventory management, execution) ensuring compliance with health department rules and regulations throughout. Establishes and monitors quality control procedures to ensure appropriate delivery and preparation of healthy menu choices.				
Serves as an expert nutritional resource for students and staff. Fosters effective and consistent communication with all relevant parties critical to supporting client welfare (e.g., physicians, parents). 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 currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.