



USC University of
Southern California

Nutritionist Job Description

JOB INFORMATION

Job Code:	143035
Job Title:	Nutritionist
FLSA Status:	Exempt
Supervisory:	
Job Family:	Nutrition Services
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides nutritional expertise to students and staff concerning health, wellness and diet. Conducts nutritional assessments and diet consultation. Assists the dining services senior staff in the development and maintenance of healthy menu choices. Main

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

☐ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides nutritional expertise to students and staff concerning health, wellness and diet. Conducts nutritional assessments and diet consultation. Evaluates assessments and makes recommendations for changes as appropriate. Assists senior staff with adm				
Assists the dining services senior staff in the development and maintenance of health menu choices including standardized recipes and food preparation procedures to obtain quality food production. Maintains department's healthy choice program including p				
Develops dietary policies and procedures. Establishes and monitors quality control procedures to ensure appropriate delivery and preparation of healthy menu choices.				
Provides nutritional education to students, exhibits on various nutrition topics in the residence halls and nutritional information for the web page. Develops and maintains materials and information for display on the education bulletin boards in residen				
Researches and identifies nutritional components of foods, diets and menu choices. Establishes and maintains nutritional records and information. Recommends program modifications or creation of new programs and services.				
Participates in strategic planning for department or section. Provides input and assists in developing goals and objectives. Participates in planning and implementing department programs, projects and activities. Administers programs and projects as as				
Develops and administers program budget. Monitors expenditures for adherence to budget guidelines and analyzes for cost effectiveness. May approve expenditures for specific program areas.				
Provides customer service to students, faculty, staff and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other sta				
Participates in planning, implementing and administering educational, marketing and communications programs within the department as assigned.				
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 automated systems used for menu management and nutritional data. Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.				

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/			No

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.