



Student Job Description

NUTRITION ASSISTANT

WHAT YOU WILL LEARN:

You will learn “real world” work skills such as time management, conflict resolution, balancing priorities, interpersonal communication, customer service experience, working with people from diverse backgrounds and working as part of a team. Your job in the Division of Student Life will be related to your future profession as you will provide support and work directly with our Nutrition Specialist. You will obtain knowledge as to what a registered dietitian does within a university food service setting. The skills you learn here will help you develop professionally and give you valuable work experience to strengthen your resume.

BASIC FUNCTION AND RESPONSIBILITY:

Assist with daily activities and provide clerical support to the Nutrition Specialist in University Housing & Dining.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assist with data entry and review of data entered into the Food Service database system.
- Measure weight of various products and complete data entry into Food Service database system.
- Provide support to students with food allergies and special diets.
- Performs training for staff members on food allergies.
- Requires proficient computer skills and the ability to use a calculator.
- Performs related clerical duties as assigned by Nutrition Specialist.
- Follow proper food safety procedures.
- Designate allergen icons for food items.
- Prepare nutrition related activities for the 2017-2018 academic year.
- Write nutrition related blog posts for the University Housing and Dining Blog.
- Check ingredient information for food products.
- Contact food service vendors to determine if food items are made locally and/ or contain local ingredients.
- Other administrative duties, as assigned.

SUPERVISION RECEIVED:

General supervision is received from the Nutrition Specialist or designee. Other full-time staff with University Housing & Dining may also assign tasks as needed.

SUPERVISION EXERCISED:

None.

QUALIFICATIONS:

- Junior in dietetics/nutrition program or senior with 1 semester left of school.
- Excellent communication (verbal and written) and be positive and respectful in working with a diverse population.
- Reasonable experience in using computers, including Word, Excel and email.
- Reasonable experience in handling multiple assignments, conflicting demands or priorities.
- Excellent organizational skills and attention to detail.
- Demonstrated commitment to GREAT customer service.
- Must be able to work entire duration of position.
- Must successfully complete a criminal background check.
- Must include resume and cover letter with application.

COMPENSATION AND HOUSING:

- \$10.00 per hour (*paid bi-weekly*) plus summer meal plan. The summer meal plan provides 150 meals over the course of the position, while meal service is available.
- Single bedroom in a furnished residence hall apartment or suite. *May share apartment/suite with another individual if appropriate.*

WORK HOURS:

This position will work up to 32-35 hours per week as assigned. Hours will be scheduled Monday through Thursday from 8:00 AM – 5:00 PM. Anticipated duration of position will be from Monday, May 22, 2017 through Friday, August 10, 2017 but subject to change based on academic schedule.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. 1-2017