

UNIVERSITY OF SOUTHERN CALIFORNIA

Manager, Nutrition

Job Code: 143036

OT Eligible: No

Comp Approval: 4/30/2021

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 ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	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.
		Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Three years of experience working in a collegiate nutrition department. Registered dietitian with active registration by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. Thorough knowledge of FERPA and HIPAA rules and regulations.

Preferred Education:

Master's degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Master's degree in nutrition, exercise physiology, or related field.

Supervises: Level:

Supervises employees and/or student workers.

Comments:

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

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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