

## **Summer Nutritionist**

Westtown School seeks an experienced Nutritionist for temporary summer work from early June through early August. This is a part-time, temporary position to support our summer camp programs, with regular hours of Monday through Friday, 9:00 AM to 4:00 PM.

The Summer Nutritionist coordinates with colleagues in the dining services department, various summer camps, and the Wellness Center to develop meal plans and standards for individuals with dietary restrictions and specific nutritional needs. The Summer Nutritionist is knowledgeable about all menu items and shares information with the dining services team about customers, ingredients, and meal preparation methods. The Nutritionist prepares certain menu items for customers with dietary requirements, ensuring food safety and outstanding customer service.

The nutritionist is responsible for overseeing daily snacks, providing nutritional signage, and labeling in all food service areas. The Nutritionist practices safe food storage protocols and allergen management and supports communication with the kitchen team in accordance with the school-wide allergy plan.

### **Essential Responsibilities**

#### Operational & Oversight

- Special Dietary Needs: Working with students and camp leadership to accommodate special dietary requirements, allergies, and nutritional needs.
- Keeps the Dining Room team informed of all pertinent information regarding customer allergies. Situational protocol procedures are reviewed regularly.
- Ensures the confidentiality of students and campers personal medical information.
- Quality Control: Ensures the high standards of food quality, presentation, taste, and nutritional value. This often involves working closely with chefs and culinary teams.
- Safety & Sanitation: Upholding strict health, safety, and sanitation standards (HACCP, local health codes) to ensure a clean and safe environment.
- Partner and support Auxiliary and Summer Program initiatives.
- Follows through promptly regarding on-the-job injuries and addresses all unsafe working conditions, as necessary.

#### Customer Service & School Relations

- Prepares and displays daily nutritional signage for all points of service.
- Diner Satisfaction: Ensures an exceptional dining experience for students, campers and staff.
- Feedback Management: Actively seeks and responds to feedback from the camp community regarding dining services.
- Adheres to all work rules, procedures, and policies, including, but is not limited to, those contained in the Employee Handbook and the Crisis Response Manual.

- Has a thorough knowledge of emergency procedures.
- Trend Awareness: Stays current with industry trends in food service, nutrition, and hospitality to continuously improve offerings.
- Performs other duties as assigned

## **Qualifications**

- A bachelor's degree in nutrition and dietetics is preferred
- 2-4 years of direct experience
- Knowledge of Dining Service Program requirements
- Basic computer skills
- Ability to maintain records and complete reports
- Excellent written and verbal communication skills
- Knowledge of quantity food production and serving techniques, food/safety/sanitation requirements, and procedures
- Chester County Food Handlers Certification
- Must have a valid Driver's License in order to drive school vehicles

## **Physical Requirements**

- Lift, carry, or otherwise move up to 25 lbs regularly. Lift, carry, or otherwise move up to 50lbs occasionally with assistance. Follow proper moving and lifting procedures
- Must be able to stand, walk, sit, climb or balance, stoop, kneel, crouch, stoop, reach, smell, and taste
- Must be able to push and pull heavy loads
- The atmosphere may be warm and humid. May be exposed to sudden temperature changes when entering walk-in freezers and coolers.

For additional information about Westtown School and to explore current career opportunities, please visit our website [westtown.edu/careers](http://westtown.edu/careers). Interested applicants can apply online by submitting their resume, cover letter, and three professional references directly to the specific job posting on the [staff employment portal](#).