

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Dietary Nutritionist/Assistant Manager
Location:	Big Rapids (Main Campus)
Department:	51000 - Aux Enterprise
Advertised Salary:	\$40,000-\$45,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Guide and lead the nutrition program for Ferris State University Dining Services and provide nutritional education and training. Ensure the accuracy of recipes and menu transparency to accurately post nutritional information for guests. Provide access and services to health, nutrition, special dietary needs, and food allergies to our students/faculty/staff. Maintain and coordinate the nutrition side of Dining Services' menu management program.
Position Type:	Staff
Required Education:	Associate degree in Nutrition or closely related field.
Required Work Experience:	Experience providing instructions and counseling in regard to nutrition. Two years of food service experience

	Demonstrated ability to work collaboratively with a diverse community.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Electrical Hazards • Reaching • Sitting • Twisting • Balancing • Lifting • Heights • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	<p>Bachelor of Science Degree Registered and Licensed Dietician Nutrition Counseling Experience College food service management ServSafe Certification</p>
Essential Duties/Responsibilities:	<p>Provide instruction and counseling to Ferris State University students/staff with nutrition concerns or issues related to their use of campus dining services.</p> <p>Develop food allergy protocols and policies and establish operating procedures for the same. Conduct food allergy and safety training for all dining employees. Conduct audits to monitor compliance.</p> <p>Communicate with physicians, Birkam Health staff, parents, chefs, managers, and food company purveyors to address wellness, nutrition, and food allergen concerns on campus.</p> <p>Manage Nutritive Analysis database. Design, implement, and maintain nutrition and allergy data for all menu items served by Dining Services. Work on a day to day basis with FoodPro,</p>

	<p>ESHA, and GFS Experience to ensure recipes have correct ingredients lists and allergen information.</p> <p>Promote and establish food transparency in campus dining, providing accurate information to customers via website, mobile app, digital menu boards, printed menus, nutrition kiosks, and product labels.</p> <p>Administer and implement food labeling activities on campus, making sure food labels meet all federal, state, and local requirements, and that information is accurate at all times.</p> <p>Improve the visibility of healthful options through education, marketing, and other strategies in order to encourage healthy, balanced eating in our dining operations. Develop and execute nutrition and wellness education programs to raise awareness of good nutrition and the benefits of such.</p> <p>Monitor the production of meals to ensure quality product and service.</p> <p>Assist in the management of dining units as requested.</p> <p>Train and supervise unit employees in their characteristic duties.</p> <p>Resolve problems arising on shift, including customer complaints, staffing, supply, scheduling, discipline, and other problems.</p> <p>Represent the University in professional associations, on University committees and activities.</p> <p>Work collaboratively with campus partners and University organizations to form strong relationships. Serve on University wide wellness committees.</p> <p>This position will work closely with the recipe development chef and FoodPro manager, and the Catering Department.</p> <p>All other duties as assigned.</p> <p>Demonstrates an understanding of diversity, equity, and</p>
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	inclusion, especially in working relationships with students, faculty, staff and community members.
Marginal Duties/Responsibilities:	<p>Carry out responsibilities in accordance with University policies and applicable laws.</p> <p>Responsible for maintaining the integrity and confidentiality of designated information.</p> <p>Responsible for maintaining current nutrition facts, ingredient lists, and allergen information for all areas, including special theme meals.</p> <p>Responsible for training student employee assigned.</p> <p>Responsible for promoting activities and information for National Nutrition Month.</p> <p>Responsible for providing a presentation on food allergies for the Student Success Series each fall.</p> <p>Responsible for providing nutritional programming as requested.</p> <p>Responsible for other projects as assigned.</p>
Skills and Abilities:	<p>Able to communicate effectively both verbally and in writing.</p> <p>Able to plan and utilize materials and supplies effectively and economically.</p> <p>Able to solve problems and make on-the-spot decisions using good judgement.</p> <p>Able to supervise and coordinate the work of others.</p> <p>Able to work nights, weekends and/or holiday shifts as required.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter

	<ul style="list-style-type: none"> • Unofficial Transcript
Optional Documents:	<ul style="list-style-type: none"> • License/Certification
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of an associate degree in Nutrition, Institution Management, or related field.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	November 28, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>