

Misk Schools Job Description – Nutritionist and Food Safety Officer

Job Title	Department	Salary Grade
Nutritionist and Food Safety Officer	Facilities Management (FM)	TBA

1	Reports to
	Catering Services Supervisor

2	Core Purpose
	The core purpose of the Nutritionist & Food Safety Officer is to facilitate healthy eating at Misk Schools, in line with the Misk Schools' Health and Wellbeing policy as well as the Well Certificate. The post holder will also coordinate food safety testing.

3	Responsibilities
	<ol style="list-style-type: none"> 1. Apply wellbeing principles to dietary planning at Misk Schools 2. Promote Misk Schools' Policy on healthy eating 3. Make sure Well Certificate catering requirements are met 4. Plan catering for students with particular needs eg, vegetarian, wheat intolerance, etc 5. Consult with caterers on which prepared foods may contain allergens eg, nuts 6. Clearly display information regarding allergens on prepared food 7. Develop strategies for students with known allergies eg, how to avoid certain foods, how to check 8. Plan daily canteen menus, paying special attention to sugar and salt content 9. Work with students and staff to establish healthy eating preferences 10. Ensure that drinking water is always available throughout the school 11. Work with teaching staff to discourage students from bringing food and snacks from home 12. Manage waste in line with environmental policy 13. Supervise the activities of contractor staff and arrange caterers for in-house events according to budget 14. Implement a policy of continuous improvement and innovate the scope and quality of service delivery standards 15. Conduct all activities within the service standards established by the Head of FM 16. Conduct daily activity with reference to Misk Schools policy 17. Embed Misk Schools culture and ethics in all the activities 18. Collaborate with the Catering Services Supervisor to establish and achieve personal performance objectives 19. Maintain the stakeholder as the focus of all activities 20. Work flexibly according to the needs of the organization 21. Innovate systems and processes to enhance efficiency and effectiveness 22. Undertake additional duties as and when required by the Catering Services Supervisor

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4	Qualifications
	<ul style="list-style-type: none">• Bachelor's degree in food safety management or relevant qualification• HACCP Advanced Certificate• ISO 22001 Audit Certificate
5	Experience
	<ul style="list-style-type: none">• Five plus years experience in Nutrition and Food testing of which at least two years should have been in a supervisory role in a similar organization
6	Commitment and Abilities
	<ul style="list-style-type: none">• Ability to communicate clearly in written and spoken English with colleagues and external agencies• Ability to work sensitively with people from other cultures• Ability to work independently as well as part of a team• Strong organizational and time management skills• Ability to develop and maintain critical relationships internally and externally• Enthusiasm for working in an environment of positive change and development• Ability to organise own workload and work to agreed deadlines• Great attention to detail• Excellent organisational skills• Strong critical thinking, analytical and problem-solving skills• Commitment to professional development• Proficiency in the use of IT administration purposes and specialized software