

Title:	Nutrition Coordinator
Work Credit:	Full hours in dining Choice of dining co-op
Time Required:	24-40 hours/month (6-10 hours/week); more at beginning of semesters
Responsible to:	Operations Managers
Support People:	Accessibility Committee Coordinators, Food Safety Advisor, Food Coordinators, Campus Dining Service Dietician
Appointed by:	Nutrition Coordinator, Membership Secretary, Operations Managers, Accessibility Committee Coordinators (1), Food Coordinators (1), Food Safety Advisor
Sit on Appointments:	Nutrition Coordinator, Food Coordinators

General Responsibilities

The Nutrition Coordinator is responsible for educating head cooks, makers, and general co-op members about healthy nutritional practices and advocating for members with special dietary needs. The Nutrition Coordinator will communicate with head cooks, co-op nutrition coordinators, and food buyers about how to provide good nutrition for their members. The Nutrition Coordinator will be a resource to the general membership regarding questions and issues of nutrition.

Specific Responsibilities

- 1) At the beginning of each semester, meet with the Membership Director and Accessibility Committee Coordinators to review special accommodations policies and procedures.
- 2) During Interim, visit each co-op and hang up new or missing posters, update informational sheets, and replace dietary needs sheets for interim use; email iDLECs and have them direct nutrition related concerns to you or the gmail account (osca.nutrition@gmail.com).
- 3) Administer the nutrition section of Head Cook training; update the prepared presentation to educate Head Cooks and Makers about providing balanced meals, allergies, avoiding cross-contamination, acknowledging and respecting different food disorders and relationships, and meeting dietary needs of all members. Update presentation each semester to reflect newest information/relevance to co-op concerns.
- 4) Update gmail drive with posters and information relating to nutrition as part of creating and maintaining institutional memory for the position.
- 5) Train and communicate regularly with individual co-op nutrition coordinators (weekly contact encouraged). Create a timeline for the semester for individual co-op nutrition coordinators.
- 6) Communicate with the College's Nutritionist. Hold regular lunchtime meetings at a different co-op each week with the College Nutritionist and the head of Campus Dining Service, and answer questions relating to co-op dining.
- 7) Work on nutrition-related projects throughout the year to educate co-ops and to improve the general quality of OSCA nutrition.
- 8) Handle nutrition-related complaints and conflicts between food buyers, cooks, makers, and co-ops.
- 9) Attend controversial nutrition or food policy discussions in co-ops as a resource, if asked. Workshop policy changes with individual co-op nutrition coordinators and interested co-op members.
- 10) When co-ops make nutritionally-based requests to switch co-ops, review their case, talk with cooks and nutrition coordinators in their co-op to assess the situation, and provide support during the process.

- 11) Be accessible to OSCA members by phone, email, office hours, or appointment. Based on interest/need, consider creating separate, specialized office hours (e.g. athletes, eating disorder/complications, vegans/vegetarians, gluten-free, etc.)
- 12) Meet with the Food Management Team, recommended every other week, or as needed.
- 13) Check your mailbox in the OSCA office on a regular basis.
- 14) Facilitate discussions about food allergens as requested or required with the Food Safety Advisor at different co-ops during the year.
- 15) Appoint and train your replacement.
- 16) Revise this job description at the end of the year.
- 17) Save all electronic files relevant to your position on the OSCA server before the end of the year.

General Advice

This job is open and creative, but there are many specific things to keep track of as well: online dietary needs sheets, dietary needs surveys, meal feedback forms, egg/meat temperature logs, head cook and maker trainings, etc. Some co-ops will have “nutrition crises” that you should address tactfully. However, some periods of time will be more calm. In those times, you can make posters, cookbooks, and pamphlets, as well as organize workshops. However, don’t forget to work to establish structures, policies, and practices in OSCA that keep everyone well-fed. You may find that the main ways you spend your time are: office hours, giving trainings, writing/revising, brainstorming/researching/planning, email and in-person conversations, meetings with nutrition coordinators, and meetings with campus Nutritionist and Head of CDS. Depending on your interests and capabilities, you may act as a resource for individual co-op members. Co-op nutrition coordinators usually get one to two hours of their credit for their work, so it often doesn’t make sense to meet weekly. However, it can be helpful to have nutrition coordinators send a monthly progress report to you and each other, so that you can keep tabs on the work they are doing, and they can share ideas with each other.

Approved by the Personnel Committee