**Nutrition Services Coordinator - Dietitian**

PURPOSE STATEMENT

The Nutrition Services Coordinator – Dietitian manages all aspects of school menu development, including but not limited to recipe testing, nutrition analysis, USDA school meal compliance, food safety, nutrition education, special diets, and marketing, as well as serves as an integral member of the Nutrition Services leadership team.

*This position reports to the Director of Nutrition Services.*

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ESSENTIAL FUNCTIONS

* Assists in development of menus for children ages 3-18 years in accordance with USDA school meal regulations and Dietary Guidelines for Healthy Americans.
* Creates, tests, and evaluates products and recipes based on established criteria, student preferences, acceptability, product availabilty, and overall quality.
* Develops, implements, and maintains Menu Planning, Nutrition Analysis, and Production Record software to ensure compliance with local, state and federal regulations; Assists with inventory management.
* Establishes food and supply specifications with others to reflect program budget, as well as the nutritional needs and preferences of students; Identifies acceptable product substitutions.
* Forecasts procurement needs based on established menu, as well as historical and projected usage; Communicates program needs with DESE Food & Nutrition and food vendors, including commodity providers.
* Interpets current scientific information related to food, nutrition, diet, and health to utilize in program planning and to share with district personnel, parents, agencies, and the public school community.
* Maintains current database of food items to include nutrition facts and allergen information, product formulation statements, and other required product specifications and documentation.
* Manages nutrition care with relative stakeholders for students with life threatening food allergies and intolerances, as well as other medical conditions requiring diet modification; Maintains required documentation and database of students with food allergies and other medical conditions.
* Participates in conferences, workshops, webinars, etc. for professional development and to convey and/or gather information required to perform functions of the job; collaborates with others to support new and current program initiatives.
* Plans and facilitates meetings and events, including Student Nutrition Advisory Councils and other food and nutrition focus groups, to gather and share information, to evaluate program strengths and opportunities for improvement, and to serve as a department and district representative.
* Prepares cost analysis of food items and recipes to support menu engineering within designated budget.
* Produces, implements and evaluates nutrition education and program marketing plans, including a promotional calendar; manages department social media platforms, including maintaining published menus and other website information.
* Responsible for coordination of product recalls and food quality concerns, including but not limited to assessment of current inventory status, communication with kitchen and warehouse managers, and reporting to food manufacturers and distributors.
* Serves on the district School Health and Wellness Advisory Council (SHWAC) to support student and staff wellbeing, as well as ensure compliance with USDA Wellness Policy regulations.
* Supports district and community health/nutrition curriculum and initiatives through collaboration with teachers, staff, and external partners; Creates and promotes interactive food and nutrition learning opportunities in school cafeterias and classrooms.

OTHER FUNCTIONS

* Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

SKLLS, KNOWLEDGE, and ABILITY:

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Interpersonal aptitude – verbal and nonverbal communication, ability to handle conflict, teamwork, empathy, and positive attitude; Management of multiple projects; Creative capacity for writing and oral presentation; Recordkeeping; and, computer software skills, including Microsoft Office Suite and school nutrition specific software.

**KNOWLEDGE** is required to perform basic and advanced math, including calculations using fractions, percents, and/or ratios, as well as basic algebra; Professional knowledge is required to support review and analysis of a variety of technical materials, to create documents following prescribed formats, and to present information to others often in a persuasive manner. Specific knowledge-based competencies required to satisfactorily perform job functions include: age-specific nutrition needs, menu planning, and nutrition analysis; quantity food production; public health and safety standards; program planning and development; and, applicable school nutrition and food safety federal, state, and local regulations, policies, laws and codes.

**ABILITY** is required to schedule activities, meetings, and/or events, to gather, collate, and/or classify data, and to use various job-related office and kitchen equipment. Flexibility is required to work independently and with diverse groups in a variety of circumstances. Ability to think critically and problem-solve to analyze issues and create action plans is also required. Specific ability-based competencies required to satisfactorily perform job functions include: Working a flexible schedule to meet changing priorities and demands of the job.

RESPONSIBILITY:

Responsibilities include working under limited supervision using broad organizational guidelines to achieve program goals and objectives, directing others within the department, and working within a defined budget. Utilizing resources from other work units may be required to perform job functions. There is a continual opportunity and responsibility to impact the organization’s program and services.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some balancing, stooping, kneeling, crouching, and fine finger dexterity. Generally, the job requires 65% sitting, 15% walking, and 20% standing. The job is performed under minimal temperature variations.

**EXPERIENCE:** Job related experience within specialized field with increasing levels of responsibility is desired.

**EDUCATION:** Bachelor’s degree in job-related area (i.e. Dietetics, Nutrition, and/or Food Service Management) is required; Master’s degree optional.

**CERTIFICATES/LICENSES:**

* Registered/Licensed Dietitian
* ServSafe Manager Certification or approved equivalent, *required* within 60 days of employment
* School Nutrition Association (SNA) Certification or School Nutrition Specialist (SNS) credential, *preferred*
* Valid driver’s license