



Job Description

POSITION CODE: 702
Classified Group: CSEA
Salary Range: 46
Work Days: 261
Page 1 of 3

POSITION TITLE: Nutrition Services Dietitian

DEFINITION: Under direction, responsible for the organization and implementation of Nutrition Services menus; conducts an effective nutritional education program for district staff and students.

DIRECTLY RESPONSIBLE TO: Director, Nutrition Services

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plans menus to meet the nutritional standards of meals served and for maximum utilization of United States Department of Agriculture (USDA) foods.
2. Coordinates, initiates, and implements nutrition education programs to increase participation and acceptance of meals.
3. Organizes school visitations and workshops to ensure that nutrition, food preparation, service, storage, records, and other controls are in accordance with district standards.
4. Interprets and communicates policies, procedures, practices, laws, and regulations for district personnel, students, parents, and the public.
5. Completes nutritional analysis of menus and makes recommendations for meeting nutritional requirements.
6. Assists in coordinating and planning new federal and state nutrition programs according to district needs, including menu planning, item pricing, locating supplies, placing special item orders, and implementing supporting procedures.
7. Completes menu production work sheets for all schools and monitors the recording of required data by district staff.
8. Plans and conducts workshops and in-service training programs for teachers, administrators, and Nutrition Services personnel.
9. Schedules and monitors testing of food products and recipes for students and staff.
10. Demonstrates correct methods of food preparation, food service, and proper utilization of equipment.
11. Assists in writing and updating department policies and procedures.
12. Writes and distributes memorandums, bulletins, and other communications.
13. Fosters positive community relations with groups and individuals involved with or affected by the school meal program.
14. Communicates with physicians, parents, and district staff concerning special dietary accommodation requests for students.
15. Assists with instructing, training, and providing direction to other Nutrition Services employees.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Three years increasingly responsible experience in nutrition or related field, or any combination of training and experience which demonstrates ability to perform the duties of the position; National School Lunch Program experience preferred.

Licenses and Certificates:

- Must be a Registered Dietitian in good standing with the Commission on Dietetic Registration
- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices involved in large scale food service programs, menu planning, sanitation, and methods of preparing and serving food
- Knowledge of dietetics, menu analysis, and production methodology and procedures in an educational, industrial, commercial, hospital, or government institution
- Knowledge of the National School Lunch Act, state and federal food programs, and administration of school food services programs
- Knowledge of correct English usage, punctuation, spelling, grammar, and composition
- Knowledge and skill in use of computers and assorted software programs including Microsoft Word, Excel, Outlook, PowerPoint as well as web browsers
- Ability to organize and audit large-scale food service activities
- Ability to analyze and interpret financial and operational data
- Ability to train school staff and students in the application and principles of nutrition
- Ability to plan and conduct training programs
- Ability to prepare menus, new recipes, item pricing, and recipe costing
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to understand and follow verbal and written instructions
- Ability to maintain records and prepare reports
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Cafeteria/kitchen environment for conducting audits or student taste testing
- May drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Sensory ability to distinguish sweet, salty, bitter, and sour food
- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Communicate to exchange information in person, with small groups, and on the telephone
- Transport or move objects up to 25 pounds
- Move about school sites and district departments

Hazards:

- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
Adopted:	9/14/1976
Revised:	3/8/1988
Revised:	3/17/1995
Revised:	1/9/1996
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