

SUPERVISOR JOB DESCRIPTION

REGISTERED DIETITIAN/SUPERVISOR

JOB SUMMARY:

Under direction of the Child Nutrition Services (CNS) Director, plans, coordinates, and monitors the District's nutrition programs. Meets with staff, children, and parents to provide knowledge of health education and nutrition.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, and monitors Districtwide nutrition and health education activities.
- Develops curriculum and instructional materials according to established District procedures and regulations as well as United States Department of Agriculture (USDA) rules and regulations.
- Visits school sites to monitor nutrition activities and assess progress.
- Coordinates communications and serves as a technical resource concerning health and nutrition for students, parents, and staff. Responds to inquiries and provides information concerning programs, policies, and procedures related to health and nutrition.
- Provides training to staff in establishing and maintaining healthy and nutritious food service programs.
- Coordinates, schedules, and conducts informational meetings, training sessions, workshops, conferences, and special events for staff, parents, and students.
- Coordinates, analyzes, and determines the nutritional content in menu and recipe preparation. Assures that nutritional content complies with applicable state and federal regulations and nutrition standards with Food Based Menu Planning (FBMP) and the School Meals Initiative.
- Trains staff and students to implement menus that follow FBMP.
- Communicates with staff, physicians, and CNS staff concerning food substitutes required for students with disabilities, special needs, or food allergies.
- Develops and implements marketing and merchandising of nutritious foods.
- Attends meetings, workshops, and seminars for the purpose of receiving and/or conveying information regarding CNS.
- Conducts site observations for the purpose of evaluating kitchen operations and compliance with regulations.
- Coordinates site nutrition activities and submits site evaluations to appropriate administrator.
- Makes recommendations on the purchase of new foods and related products and conducts tests to ensure conformance with all District and USDA guidelines.
- Monitors District food service programs to ensure adherence to federal and state nutritional requirements in accordance with FBMP and School Meals Initiative.
- Trains and provides technical support for CNS personnel, in preparing, serving, and storing food and in washing and cleaning of all kitchen equipment to meet sanitation requirements and to be consistent with District, state, and federal regulations related to CNS.
- Estimates number of meals and may order food items for sites pertaining to new food items and menus.
- Develops systems that reduce food cost and increase quality and variety of food.

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- Provides input for CNS employee selection and evaluation purposes.
- Develops, prepares, and maintains written reports, District forms, and other related administrative paperwork for the purpose of measuring program status at sites.
- Travels to sites to provide training, technical assistance, and hands-on support for the purpose of evaluating program effectiveness on a regular basis.
- Provides input to CNS for the purpose of establishing standard operating procedures.
- Assists in the creation of agendas for meetings, may conduct meetings, and evaluates the success of meetings for the purpose of measuring program effectiveness.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to tactfully handle stressful, difficult situations.
- Ability to maintain information of a confidential nature.
- Ability to get along well with others and to work as a team member.
- Possession of ServSafe Certificate. Ability to become Certified as the instructor for Child Nutrition Services for the District as a ServSafe Instructor/Proctor.
- Education: Any combination equivalent to a Bachelor's degree in nutrition or a closely related field, and two years of increasingly responsible technical experience in the field of nutrition including responsibility involving nutritional and feeding programs for children. One year of the required experience may be substituted by satisfactory completion of a recognized internship program in nutrition and/or dietetics leading to eligibility to become a Registered Dietician.
- Active status as a Registered Dietitian at time of appointment to and during employment in this position.
- Knowledge of the proper methods of preparing, cooking, and storing food; health and safety rules and regulations pertaining to the food service industry; the methods of preparing food in large quantities to provide quality food items to students and staff; and of large scale ordering for multiple sites utilizing computer applications.
- Ability to perform all tasks in kitchens including, but not limited to, cleaning dishes and accurately completing required paperwork; train, assess, and obtain the cooperation of CNS personnel; follow oral and written directions; give clear oral and written directions; use good judgment; work in a fast-paced environment requiring quick decisions; understand, interpret, and explain District policies and state and federal guidelines related to CNS; work within a framework of multiple and complex regulations; and get along well with others.

Supervisory Salary Schedule: Range 25

BOARD APPROVED: 05/19/18

REVISION DATES: 08/14/12

09/12/18