

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

REGISTERED DIETICIAN

POSITION: Registered Dietician

REPORTS TO: Director of Food and Nutrition Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

Under the direction of the Director of Food and Nutrition Services, the Registered Dietician uses current health science to develop and plan menus that provide nutritional and appetizing foods to the students and staff of St. Mary's County Public Schools (SMCPS) while adhering to federal, state, and local regulations. Work includes providing nutrition services management and operational guidance, assistance, development and implementation of standards and related services. The Registered Dietician provides on-site support and interacts daily with the students with specific dietary and nutrition needs and their parents in collaboration with the school nurses.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- May require use of a personal vehicle may be required. (Mileage reimbursement is available in alignment with the negotiated agreement.)

DUTIES AND RESPONSIBILITIES:

- Provides regular monitoring of meal preparation by cafeteria staff to ensure that meals fall within nutritional guidelines which include portion control and serving of the food, checking food temperatures, compliance with sanitary code, condition of equipment, and handling of leftovers
- Monitors the acceptability of developed menus through planned taste testing events, customer satisfaction surveys, and participation data.
- Ensures all food served in the child nutrition programs makes a significant contribution to the development of healthy eating habits and is consistent with nutritional objectives
- Ensures school nurses are provided with nutrition profiles of all products served in the school cafeterias.

- Develops nutrition education materials and awareness activities for experiences in nutrition education and information for students and their families.
- Presents nutrition education lessons in the classroom, health fairs, family fitness nights, and other community outreach events
- Participates in all food purchasing activities, including bid specifications and bid awards
- Develops and publishes menus
- Assesses educational needs and provides nutrition counseling for students referred for support
- Researches, creates, reviews, and calculates modified diets to meet the special dietary needs of students
- Maintains and posts menus, nutrition, and allergy information to an online menu platform
- Conducts and maintains up-to-date nutrition analysis of the program's daily menus and maintains nutrition profile records of products used in daily menus
- Visits cafeterias to evaluate program's nutritional effectiveness and acceptability of menus by observation
- Coordinates promotional events in support of child nutrition programs to increase program participation and nutrition education and awareness while simultaneously demonstrating awareness of the ways that the Food and Nutrition program supports instruction
- Develops and executes a strategic plan for menu development utilizing nutrient analysis software. Menus will meet all the meal pattern requirements in support of the National School Lunch Program, School Breakfast Program, After-School Snack Program, Supper Program, special diets and other diet accommodations
- Reviews health care provider orders and communicate with health care provider offices regarding student diets, food sensitivity, and allergy restrictions
- Coordinates menu planning committee meetings
- Works directly with vendors on substitute food items, commodity foods, and net off invoicing
- Assists with answering the telephone and providing assistance
- Assists with processing meal benefit forms
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in nutrition or dietetics from a school approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- Three (3) years of experience in food service work in a school, hospital, industrial, or other large-scale multi-site food service operations is preferred.
- Current Registered Dietitian (RD) or must obtain within the first six months of employment and maintain to continue employment

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 32.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025