

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Dietitian **Exemption Status/Test:** Exempt/Professional
Reports to: Director of Child Nutrition **Date Revised:** 3/25/2024
Dept./School: Child Nutrition

Primary Purpose:

Plan and implement menu development and nutrient analysis for all student meal programs. Plan and implement nutrition education programs to support the district wellness policy.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition or dietetics

Valid Texas Department of Licensing and Regulation (TDLR) dietitian license (preferred)

Eight hours of food safety training (*completed not more than five years prior to the employee's start date or within 30 days of employee's start date*)

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, preparation of foods in a food service environment, and nutrient analysis

Ability to implement policy and procedures.

Ability to interpret data.

Strong organization, communication, and interpersonal skills

Experience:

2 years of experience in menu development and nutrient analysis (preferred)

Major Responsibilities and Duties:

Nutrition Program

1. Develop menus in accordance with the U.S. Department of Agriculture (USDA) School Breakfast Program and National School Lunch Program and state requirements.
2. Complete nutrient analysis of all menus to ensure adherence to U.S. Dietary Guidelines and School Meal Initiative goals.
3. Develop and maintain recipes and travel to cafeterias throughout the district to oversee production and ensure quality, standardization, and consistency.
4. Coordinate with health services staff on special diet modifications or concerns.
5. Implement physician orders for students with serious or severe food allergies.



6. Plan and implement nutrition education programs to support the district wellness policy.
7. Promote nutritional education through district social media.
8. Plan, design, and deliver training activities on menu planning, safety, sanitation, nutrition, and compliance for child nutrition staff.
9. Introduce new menu items and conduct student tasting.
10. Keep the Director of Nutrition Services informed about the affairs of the department.

Budget and Inventory

11. Assists in food cost analysis to ensure adherence to cost control and utilization of USDA commodities.
12. Orders USDA commodities and tracks commodity usage and inventory.
13. Coordinates the evaluation of all food products and menu items using student surveys, plate waste surveys, and district taste test events.

Policy, Reports, and Law

14. Implement federal and state law, State Board of Education rule, and board policy.
15. Compile, maintain, and file all reports, records, and other documents required.

Safety

16. Maintain safety standards conforming with federal, state, and insurance regulations and develop a program of preventative safety.

Attend necessary training through district, regional, and state to stay current on all local, state and federal policies.

17. Organize and conduct training programs to promote safe food handling and a safe work environment.
18. Follow district safety protocols and emergency procedures.
19. Other duties as assigned.

Supervisory Responsibilities:

May assist with the supervision and evaluation of cafeteria managers and support staff

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals. Also, large and small kitchen equipment to include, but not limited to, an electric slicer, mixer, steamer, sharp cutting tools, ovens, braising pans, heat/hold units, ranges, dishwasher, steam jacket kettle, and utility cart.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

