

Child Nutrition Dietician

Purpose Statement

The role of the Child Nutrition Dietician is to develop and implement food and nutrition programs, particularly special diets, while providing information and serving as a resource to teachers, staff, students, families, and vendors. The dietician ensures compliance with established guidelines and maintains high nutritional standards across all district school sites.

Supervisory Relationship

Reports to: Child Nutrition Program Director

Essential Functions

- **Collaboration:** Work with administrators, teachers, students, families, kitchen personnel, school nurses, public agencies, and community members to implement and maintain conventional and special dietary menus for all district school sites.
- **Communication:** Ensure proper training and mentoring by communicating with district and community individuals, including family meetings and coordinating with teachers, administrators, and cafeteria personnel.
- **Menu Planning:** Develop monthly menus for all students, including those requiring special diets, ensuring compliance with health and wellness requirements and established guidelines.
- **Facilitation:** Lead meetings and classroom sessions, create curriculum for health and wellness coursework, and serve as a district dietary representative to identify issues, develop recommendations, and support staff and families.
- **Information Management:** Manage dietary information on the school website, including menu offerings, health and wellness content, and monthly newsletters to ensure effective district nutrition management.
- **Training and Support:** Train cafeteria personnel, family members, and teachers on dietary needs to ensure the provision of healthful dietary offerings.
- **Presentation:** Present information to various stakeholders to communicate dietary requirements, gain feedback, and ensure adherence to menu needs for all school sites.
- **Research:** Research new products, health requirements for special diets, allergies, diabetic needs, safety regulations, and laws to recommend purchases and develop monthly menus for breakfasts, lunches, and snacks.
- **Documentation and Record-Keeping:** Maintain accurate records of dietary information and ensure compliance with nutritional standards.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and using a variety of software applications.
- Effective planning, project management, and organizational skills.
- Strong record-keeping and documentation abilities.

Knowledge

- Basic math skills, including calculations using fractions, percents, and ratios.
- Understanding of pertinent laws, codes, policies, and regulations related to nutrition and dietary requirements.

- Familiarity with program planning and development, menu planning, and nutritional analysis.

Abilities

- Schedule and prioritize multiple activities, meetings, and events.
- Work flexibly with a diverse range of individuals and groups.
- Analyze data and solve problems using defined processes.
- Communicate effectively with diverse groups and individuals.
- Meet deadlines and manage schedules efficiently.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as needed. Impact the organization's services through effective nutrition management.

Work Environment:

Physical activities include some lifting, carrying, pushing, and pulling. Significant fine finger dexterity is required. Generally, the job requires 60% sitting, 20% walking, and 20% standing. Work is performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required

Education

Bachelor's degree in a job-related area

Certifications and Licenses

LRD or LN

Continuing Education/Training

Continuing education requirements to maintain certificates and/or licenses

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Exempt

Salary Grade

PD

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.