



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Registered Dietitian
Department / Location:	School Nutrition / District Office
Reports to:	School Nutrition Director
Employees Supervised:	None
Classification:	12-month
FLSA Status:	Non-Exempt
Created / Revised:	August 12, 2026
Board Approved:	N/A

Position Summary

The Registered Dietitian (RD) provides nutrition expertise and technical oversight for the Monona Grove School District's K-12 school meal program, ensuring compliance with USDA National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal pattern and nutrient specification requirements. The RD leads menu planning and nutrient analysis, manages special dietary accommodations, supports the district's local wellness policy, and collaborates with cafeteria and nursing staff on specific dietary needs. The RD contributes to the success of the program by implementing and recommending policies, programs, and initiatives with district-wide impact and by developing resources to promote programming by the School Nutrition Department. The individual in this position may be required to work evenings on occasion to support district activities.

Essential Functions and Responsibilities

1. Menu Planning & Nutritional Compliance
 - a. Design and analyze breakfast and lunch menus to meet USDA meal pattern requirements including meal pattern components and dietary specifications across all age-grade groups.
 - b. Conduct nutrient analyses using approved software (e.g., SchoolCafé).
 - c. Create and maintain production records according to standards outlined by the WI Department of Public Instruction's Bureau of School Nutrition.
 - d. Ensure compliance with Buy American provisions and Smart Snacks (competitive foods) standards.
 - e. Lead new recipe development and testing to advance scratch-cooking initiatives in the district.

- f. Develop aesthetically pleasing documents to communicate menus and related nutrition information to students and staff effectively.
2. Special Dietary Accommodations
 - a. Review and approve meal modifications for students with disabilities (per 504/IEP and USDA disability meal accommodation guidance) and manage medical statements for food allergies/intolerances.
 - b. Develop individualized meal plans in coordination with school nurses, parents, and physicians.
 - c. Maintain an allergen management protocol and cross-contact prevention procedures in cafeterias.
3. Staff Training & Professional Development
 - a. Train staff on Offer vs. Serve implementation and portion sizing at point of service.
 - b. Lead annual department-wide food allergy training.
 - c. Assess areas of weakness and develop a plan for training and/or retraining staff on departmental policies and procedures.
4. Wellness Policy & Nutrition Education
 - a. Lead the district's Wellness Committee and support Local Wellness Policy development, implementation, and the required triennial assessment.
 - b. Partner with classroom teachers, PE staff, and school nurses on nutrition education initiatives (Farm to School, taste tests, Harvest of the Month, nutrition curriculum).
 - c. Represent School Nutrition at district and community events as needed.
 - d. Create nutrition education materials for students, staff, families, and the greater community including, but not limited to, a School Nutrition newsletter.
5. Program Sustainability
 - a. Collaborate with the School Nutrition Director on marketing school meals and increasing participation rates.
 - b. Complete comprehensive menu costing analysis to demonstrate financial sustainability.
 - c. Track and report key performance indicators related to menus (participation rates, plate waste, meal pattern deviations, training completion).
 - d. Use data to recommend menu and operational adjustments.
 - e. Seek grant funding to advance the work of the School Nutrition Department.
6. Perform other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of USDA school meal pattern requirements, 7 CFR Parts 210 and 220, and civil rights compliance in child nutrition programs.
2. Commercial kitchen experience using a variety of equipment including combi-oven, convection oven, steamer, Robot Coupe veg prep machine, etc.
3. Ability to organize and establish priorities.
4. Ability to work independently with minimal supervision.
5. Ability to establish and maintain positive working relationships with members of the School Nutrition team, district staff, and community members.
6. Ability to communicate effectively verbally and in writing, and to follow written and verbal instructions.
7. Ability to handle confidential matters privately.
8. Understanding of the need for teamwork, timeliness, and safety.
9. Ability to interact with others to accomplish tasks without arousing hostility.
10. Flexibility to respond to changing priorities, new job assignments, and frequent interruptions.
11. Ability to maintain concentration and focus on tasks which are often repetitive.
12. Knowledge and ability to follow safety practices, including proper lifting and equipment use.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Indoor kitchen/cafeteria environment.
4. Travel between district buildings is required.

Physical Requirements

1. Ability to move throughout school buildings to attend meetings and monitor program operations.
2. Ability to travel independently to all district locations.
3. Ability to sit or stand for prolonged periods, up to eight hours per day.
4. Ability to lift or move up to 50 pounds.
5. Must be able to reach in all directions, bend/stoop, and climb.
6. Ability to operate a computer and standard office equipment.
7. Ability to communicate clearly to exchange information to a variety of audiences including School Nutrition personnel, district administrators, staff, and community stakeholders.

Education and Experience

1. Bachelor's or Master's degree in Nutrition, Dietetics, or related field from an ACEND-accredited program.
2. 2+ years of experience in school nutrition, foodservice management, or clinical pediatric nutrition preferred.
3. Prior food preparation experience or training preferred.

Licenses and Certifications

1. Current Registered Dietitian (RD/RDN) credential from the Commission on Dietetic Registration (CDR).
2. ServSafe Certification and/or current Wisconsin Food Manager Certification preferred, or achieved within 6 months of employment.
3. Valid WI driver's license with reliable transportation.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.