

## **Registered Dietitian**

### **Purpose Statement**

The job of Registered Dietitian is done for the purpose/s of assisting the Supervisor in the provision of food service and nutritional programs. Under the supervision of the Supervisor, may plan meals and monitor meal production based on established guidelines and teach principles of food and nutrition to department personnel.

This job reports to the Child Nutrition - Supervisor

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### **Essential Functions**

- Analyzes menus and recipes for the purpose of ensuring conformance with nutritional requirements.
- Collects and reviews nutrition information from vendors and enters the information into the nutrition software used in the department (e.g. CN labels, product specification sheets, and nutrition label, etc.) for the purpose of ensuring that legal and safety guidelines are maintained.
- Communicates with others (e.g. school administrators, staff, district personnel, vendors, etc.) for the purpose of presenting information, gathering information, and monitoring adherence to program regulations and guidelines.
- Composes processes, and maintains a variety of manual and electronic documents, files, and records (e.g. policies, procedures, manuals, production records, order forms, shipping records, reports, memos, letters, requisitions, lesson plans, directories, presentations, bulletins, minutes, agendas, grants, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Coordinates sampling and testing of product for the purpose of determining which foods work best for the menu.
- Creates special diet calendars for the purpose of aiding students with a 504 disability.
- Creates carbohydrate calendars for the purpose of aiding students with diabetes to plan their daily meals.
- Creates and maintains Food Services website for the purpose of ensuring the website contains the most up-to-date nutrition information, menus, carbohydrate count calendar, interesting articles, etc.
- Develops new menus for food service operations for the purpose of creating standardized and appealing menus that comply with federal nutritional requirements.
- Enters recipes used in the school meal program into nutrition software for the purpose of ensuring a accuracy and documenting food plans.
- Monitors student food intake/preferences for the purpose of of determining food palatability and cost effectiveness.
- Plans menus for students with special dietary needs for the purpose of assuring the menus are appealing and similar in quality, variety, and cost to regular menus.
- Plans menus for the purpose of facilitating ingredient procurement, preparation, and menu planning that meets nutritional needs and established program requirements.
- Prepares and processes documentation (e.g. inventory, federally mandated reports, HR and payroll forms, etc.) for the purpose of providing written support and/or conveying information.

- Presents information to students, teachers and department personnel for the purpose of creating a better understanding of nutritional concepts that lead to a healthy lifestyle.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information and direction and facilitating communication among parties.
- Supervises and coordinates dietetic interns coming to our facilities to train (e.g. coordination of assignments, projects, promotions, etc.) for the purpose of ensuring that standards are maintained and interns learn best-practice methods.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit, including travel between schools and occasionally in hazardous weather conditions.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: ability to communicate information and ideas verbally and in writing so others will understand; ability to read and understand information and ideas presented in writing; ability to use logic and reasoning in problem solving; evaluating the strengths and weaknesses of potential solutions; applying general rules to specific problems in order to produce answers that make sense; and the ability to teach and train managers required nutritional skills; generate or use different sets of rules for combining or grouping things in different ways; and the ability to apply general rules to specific problems to produce answers that make sense.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of nutritional principles and concepts and knowledge of federal child nutrition regulations and guidelines.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; frequent travel between schools, occasionally in hazardous weather conditions; and working with detailed information/data. Have the ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Food Handlers Permit

Continuing Educ./Training

Maintains Certificates and/or Licenses

Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Exempt