

MODESTO CITY SCHOOLS

JOB DESCRIPTION

REGISTERED DIETICIAN

DEFINITION:

Under the direction of the Director-Nutrition Services, plan, organize and direct assigned Nutrition Services operations and activities; train, supervise and evaluate the performance of assigned personnel; plan, coordinate and monitor organization-wide nutrition, wellness policy and health education activities; plan and develop menus; assure compliance with applicable local, state and federal regulations and nutrition standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct assigned Nutrition Services operations and activities; maintain standards in food quality, sanitation and safety.
- Provide technical expertise, information and assistance to the Director regarding assigned functions; resolve issues and conflicts; identify ways to increase efficiency and streamline processes; assist in the formulation and development of policies, procedures and programs.
- Develop and implement cost-effective menus, cycles and recipes assuring nutritional content complies with applicable local, state and federal regulations and nutrition standards.
- Assist in the development and management of the Nutrition Services Program budget; analyze and review budgetary and financial data.
- Generate media content and coordinate public relations through management of media streams, promotional activities and other informative materials concerning nutrition programs, policies and procedures; distribute materials to parents, advisory groups, school sites and the community.
- Develop and implement special accommodation menus and communicate with physicians, parents and the Nutrition Services staff concerning food substitutions required for students with disabilities or special needs.
- Plan, develop and maximize and operational computerized system with capabilities of food cost accounting, nutritional analysis, menu planning and an alternate manual menu planning system.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Assess customer preferences and industry trends in nutrition; develop and implement marketing and merchandising of nutritious foods including developing digital menus, campaigns and print materials.
- Coordinate communications concerning health and nutrition for students, parents, personnel and the public; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition.
- Develop a reporting system and supervise the collection of nutritional justification records for reimbursement for the National School Lunch Program, School Breakfast Program, After School Snack Program and Summer Feeding Program.
- Evaluate and monitor school nutrition related to activities to meet District Wellness goals and requirements.
- Provide training to District personnel in establishing and maintaining healthy and nutritious food service programs; train and provide work direction and guidance to nutrition education support staff; coordinate, schedule and conduct informative meetings, training sessions, workshops, conferences and special events for District Personnel, parents, students and the community.
- Negotiate food service contracts with agencies and institutions.
- Coordinate communication and serve as a resource concerning health and nutrition for students, parents, District personnel and the public; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition.
- Conduct school site field studies to monitor nutrition activities and assess progress.

- Prepare and maintain of a variety of reports, records and files related to personnel and assigned nutrition services activities; compose a variety of correspondence and memoranda concerning health, nutrition and the Nutrition Services program; compose procedures for the Nutrition Services employee handbook as assigned.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings; attend seminars, workshops and conferences; maintain current knowledge of District, State and federal policies and regulations related to child nutrition programs.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Bachelor's degree in nutrition, dietetics, food service management, culinary arts or institutional food service; registered dietician status and three years progressively responsible experience in quantity food preparation.

Licenses and other Requirements

- Valid California Class C Driver's License.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid Food Handlers Permit (ServSafe Certificate or its equivalent).
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

DESIRED QUALIFICATIONS:

- Master's Degree in nutrition, dietetics, food service management, business administration or related subject area.
- Active status as a School Nutrition Specialist (SNS).

Knowledge of:

- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions recipe development, catering and menu planning.
- Principles and practices of administration, supervision and training.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures regarding child nutrition programs.
- Menu analysis and planning techniques including food values, combinations, allergies and substitutions.
- Modern office practices, procedures and equipment.
- Operation of a standard office equipment including a computer and assigned software.
- Record-keeping and report preparation techniques.
- Kitchen equipment and utensils used in large scale nutrition programs.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

Ability to:

- Supervise and evaluate the performance of assigned staff.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.
- Coordinate communications and serve as a technical resource concerning health and nutrition.
- Develop menus in accordance with nutritional requirements and budget limitations.
- Maintain current knowledge of laws, rules and regulations related to assigned activities.
- Assure compliance with District, State and federal requirements regarding nutrition, sanitation, safety and record-keeping.
- Assure District's Wellness Policy goals are being met.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Plan, organize and conduct in-service trainings and staff orientation programs including topics such as sanitation, safety, nutrition education and menu planning.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor/Kitchen environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects
- Seeing to read a variety of materials.

Hazards:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved:

Board Approved:

FLSA Status: Exempt

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