

MODESTO CITY SCHOOLS

Job Description

JC# 10004

REGISTERED DIETITIAN NUTRITIONIST

OVERALL RESPONSIBILITY

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.

SPECIFIC RESPONSIBILITIES

1. Plan, organize and direct assigned Nutrition Services operations and activities; maintain standards in food quality, sanitation and safety. *E*
2. Provide technical expertise, information and assistance to the Director regarding assigned functions; resolve issue and conflicts; identify ways to increase efficiency and streamline processes; assist in the formulation and development of policies, procedures and programs. *E*
3. Develop and implement cost-effective menus, cycles and recipes assuring nutritional content complies with applicable local, state and federal regulations and nutrition standards. *E*
4. Assist in the development and management of the Nutrition Services Program budget; analyze and review budgetary and financial data. *E*
5. 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. *E*
6. 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. *E*
7. 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. *E*
8. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
9. 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. *E*
10. 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. *E*
11. 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. *E*
12. Evaluate and monitor school nutrition related to activities to meet District Wellness goals and requirements. *E*
13. 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. *E*

REGISTERED DIETITIAN NUTRITIONIST (continued)

SPECIFIC RESPONSIBILITIES (continued)

14. Negotiate food service contracts with agencies and institutions. *E*
15. 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. *E*
16. Conduct school site field studies to monitor nutrition activities and assess progress. *E*
17. 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. *E*
18. Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
19. 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. *E*
23. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
24. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of principles, theories and practices of child nutrition, food values, food combinations, economical substitutions recipe development, catering and menu planning.

Knowledge of principles and practices of administration, supervision and training.

Knowledge of applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures regarding child nutrition programs.

Knowledge of menu analysis and planning techniques including food values, combinations, allergies and substitutions.

Knowledge of modern office practices, procedures and equipment.

Knowledge of and ability to operate standard office equipment including a computer and assigned software.

Knowledge of 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.

Ability to direct the maintenance of a variety of reports, records and files related to assigned activities.

REGISTERED DIETITIAN NUTRITIONIST (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Ability to provide training to personnel in establishing and maintaining healthy and nutritious food service programs.
- Ability to coordinate communications and serve as a technical resource concerning health and nutrition.
- Ability to develop menus in accordance with nutrition requirements and budget limitations.
- Ability to maintain current knowledge of laws, rules and regulations related to assigned activities.
- Ability to assure compliance with District, State and federal requirements regarding nutrition, sanitation, safety and record-keeping.
- Ability to assure District's Wellness Policy goals are being met.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to plan, organize and conduct in-service trainings and staff orientation programs on topics including sanitation, safety, nutrition education and menu planning.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to meet schedules and timelines.
- Ability to work independently with little direction.
- Ability to plan and organize work.
- Ability to prepare comprehensive narrative and statistical reports.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare and deliver oral presentations.
- Ability to observe health and safety regulations.

Experience

Minimum Requirements:

- Any combination equivalent to a bachelor's degree in nutrition, dietetics, food service management, culinary arts or institutional food service; registered dietitian nutritionist status and three years progressively responsible experience in quantity food preparation.

Desirable Qualifications:

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

Education/Credential

Minimum Requirements:

- Any combination equivalent to a bachelor's degree in nutrition, dietetics, food service managements, culinary arts or institutional food service.

License/Certificates

- Valid California 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 per the USDA Guide to Professional Standards for School Nutritional Programs
- Maintain a current registration as a Registered Dietitian Nutritionist (RDN) from the Commission on Dietetic Registration (CDR)

REGISTERED DIETITIAN NUTRITIONIST (continued)

QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking exchange.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects.
- Seeing to read a variety of materials.
- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, type, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.

REPORTS TO:

Senior Director, Nutrition Services or designee

Cabinet Approved: 6/13/18

Board Approved: 10/1/18