

Child Nutrition Dietician

Purpose Statement

The job of Child Nutrition Dietician is done for the purpose/s of developing and implementing food and nutrition programs and services, especially for special diets; providing information and serving as a resource to teachers, staff, students, families, vendors, and others; and achieving defined objectives by planning, evaluating, developing, implementing and maintaining special diets needed for all district school sites in compliance with established guidelines.

This job reports to Food Services Coordinator/Child Nutrition

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, teachers, students, families, various school site kitchen personnel, school nurses, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services for all conventional and special dietary menus for district school sites.
- Communicates with a variety of district and community individuals (e.g. individual family meetings, teachers, administrators, secretaries, aides, students, cafeteria personnel, etc.) for the purpose of ensuring proper training and mentoring.
- Coordinates menu planning for all district school sites (e.g. development of monthly menu planning for all students including those who require special diets due to individual health/wellness requirements, etc.) for the purpose of providing dietary services for all district students, within established timeframes and in compliance with related requirements.
- Facilitates meetings, classroom teaching (e.g. creating curriculum for health and wellness course work for all district school sites, etc.) for the purpose of identifying issues, developing recommendations, supporting staff, families, and serving as a District Dietary representative.
- Manages a wide variety of dietary information (e.g. school web-site for health and wellness; menu offerings for each school site, classroom teaching re: health and wellness, monthly newsletter re: health and wellness, etc.) for the purpose of ensuring effective district nutrition management, in compliance with established guidelines, and regulations.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents information (e.g. kitchen and cafeteria personnel, individual family meetings, wellness school committee, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established menu needs for all school sites.
- Provides a variety of dietary information for all school site personnel (e.g. dietary information in all menu items for parents, teachers, students, nurses, secretaries, aides, at all district sites, etc.) for the purpose of ensuring provision of nutrition for all required student diets.
- Recommends changes in menus (e.g. careful evaluation of all nutrition ingredients in monthly menus, etc.) for the purpose of maintaining nutritional standards for conventional and special diets.
- Researches a variety of topics (e.g. new products, health requirements for special diets, allergies, diabetic requirements, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, monthly menus for breakfasts, lunches and snacks; and maintaining district wide nutritional services.

- Trains cafeteria personnel, family members, teachers (e.g. dietary needs training for students, parents, teachers, nutrition personnel, etc.) for the purpose of ensuring healthful, necessary dietary offerings.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; and planning and coordination of a variety of scheduled meetings throughout the district.

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: pertinent laws, codes, policies, and/or regulations; dietary requirements for a variety of special diets; standard business practices; program planning and development; concepts of grammar and punctuation; concepts of menu planning and diet requirements; and nutritional analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; making recommendations; training personnel; and teaching students and parents.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

State Boards

Certificates and Licenses

LRD or LN

Continuing Educ. / Training:

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

PB

