



Job Title: **Dietitian**

Department: **Nutrition Services**

Supervisor: **Director of Nutrition Services**

Lane Placement: **ESP Lane 12**

Schedule: **8 hrs/ 206 days** Evaluation Group: **JCES 9**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the Director of Nutrition Services, the **Nutrition Services Dietitian** develops and analyzes school menus to meet current federal guidelines, and plans and develop menus for students with special dietary needs. Incumbent will collect nutrition information from vendors for new and existing products used in the school meals program. Nutrition information comes in the form of CN labels, product specification sheets, and nutrition labels. Incumbent will enter nutrition information into software program to assure menu items contribute the proper nutrition according to the meal pattern used. Incumbent will be responsible for maintaining the nutrition information entered in the software updated by checking the nutrition information of products used annually. Incumbent will enter recipes used on the menus into nutrition software accurately to assure each menu item is in alignment with the current meal pattern and the nutrient analysis. Incumbent will assist in staff training, particularly regarding nutrition topics and updates. Incumbent works with district nurses to accommodate students with special dietary needs by providing them tools to improve their meal experience in the district. Tools may include a carbohydrate count calendar, ingredients list, or any other tool which will enhance the student's experience at school cafeterias. Incumbent supervises dietetic interns coming to our facilities. Incumbent coordinates intern's assignments and required experiences within the district to ensure the experience is beneficial for interns as well as Nutrition Services. Incumbent works with Curriculum Department to coordinate nutrition education in-service for the District. Incumbent will disseminate nutrition education through a variety of methods including a Nutrition Services website, in-service classes for teachers and nutrition service employees, classroom sessions and community outreach. Incumbent will plan yearly nutrition promotions to be implemented in elementary and secondary schools by the Nutrition Services coordinator assigned to the specific school. Incumbent actively participates in the wellness policy committee by giving input and feedback to improve and update existing policy.

ESSENTIAL FUNCTIONS

- Plans menus for schools participating in the national school lunch program, national breakfast program, after school snack program, summer feeding program, head start program and other programs available following the federal guidelines for nutritional values, cost, preparation time, and available foods.
- Creates monthly menu calendar showing the options available for meals and nutrition facts and post them to the department web site.
- Plans menus for students with special dietary needs assuring the menus are appealing and similar in quality, variety, and cost to regular menus.
- Collects nutrition information from vendors and enters the information into the nutrition software used in the department. Acceptable nutrition information includes CN labels, product specification sheets, and nutrition label. Nutrition information must be reviewed yearly to keep our data base updated and when a new product is featured in our menu.
- Enters recipes used in the school meal program into nutrition software accurately and promptly.
- Creates carbohydrate calendars to aid students with diabetes plan their daily meals.

- Supervises and coordinates dietetic interns coming to our facilities to train. This includes coordination of assignments, projects, promotions, etc.
- Creates and maintains Nutrition Services website ensuring the website contains the most up-to-date nutrition information, menus, carbohydrate count calendar, interesting articles, etc.
- Assists in planning and presenting monthly Manager Meetings and special workshops.
- Assists in determining agenda from identified problems, new directives, and instructions regarding new menus and recipes.
- Acts as a liaison between Nutrition Services and Canyons District Faculty.
- Instructs Nutrition Service personnel in nutrition menu development.
- Attends Wellness Policy committee meetings and provides meaningful insights and contributions to enhance policy content and adherence.
- Job requires frequent travel between schools, occasionally in hazardous weather conditions.
- Assist in developing a training program for Nutrition Service managers and workers.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Requires a Bachelor's degree with a major course of study in the sciences of food, dietetics, food systems management or equivalent major course of study.
- Must be a registered Dietitian or be eligible for and receive certification within six months under the Dietitian Certification Act as reviewed by the Department of Human Resources. Verification may be required.
- Requires experience with Nutrition Service with demonstrated competence in meeting nutritional requirements and food values and content either through direct work experience or completion of an internship under the direction of a certified dietitian.
- HACCP certification required within first six months of employment.
- Must be skilled in the operation of all school kitchen equipment (e.g. large mixers, ovens, dishwashers, meat slicers, and steam kettles).
- Requires ability to resolve problems.
- Requires good interpersonal skills. Meets frequently with principals, students, parents, lunch managers, lunch workers, and district employees.
- Knowledge of current federal guidelines regarding school meals program preferred. If Incumbent is not familiar with federal guidelines regarding school meal programs, he/she must know them within 4 weeks of employment.
- Must demonstrate competency in reading, writing, and math.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires the ability to lift a minimum of fifty (50) pounds.
- Must be able to stoop, bend, reach, and twist.
- Must be able to read and interpret recipes, equipment safety instructions, material safety data sheets, and information given by Nutrition Services throughout daily shift.
- Must be able to write, type, and comprehend all information needed to complete daily tasks.
- Must endure heat, potentially dangerous equipment, tight deadlines, and extensive paperwork in a compressed time period.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020