

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: REGISTERED DIETITIAN

BASIC FUNCTION:

Under the direction of the Nutrition Services Manager, plan, coordinate, and monitor the District's nutrition programs. Meet with staff, students, and parents to provide knowledge of health education and nutrition; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and monitor District wide nutrition and health education activities.

Plan and supervise food cost accounting to determine actual menu food cost, trend menu food cost, and component food cost materials.

Develop curriculum and instructional materials according to established procedures and regulations of the District and USDA rules and regulations.

Develop, coordinate, and summarize a la carte pricing and compile related materials and instructions for the Nutrition Services Manager.

Assist in developing alternative, reimbursable menu planning structures, including meals for students with medically necessary menus.

Supervise and evaluate assigned staff; participate in the selection of department staff; train new staff in department operations, policies and procedures; assist school nutrition services supervisory staff; resolve complex issues or concerns at various District sites.

Provide technical guidance to department supervisory staff; assist in the development of department manuals for food production, cost control, POS operations, food sanitation, and safety; assist supervisors in the interpretation of labor contracts and personnel services regulations.

Conduct annual on-site reviews and assigned cafeterias, off-site nutrition services programs and after school snack programs as required.

Coordinate communication and serve as a technical resource concerning health and nutrition for students, parents, and staff. Respond to inquiries and provide information concerning programs, policies, and procedures related to health and nutrition.

Provide training to staff in establishing and maintaining healthy and nutritious food service programs.

Coordinate, schedule and conduct informational meetings, training sessions, workshops, conferences and special events for staff, parents and students.

Coordinate, analyze and determine the nutritional content in menu and recipe preparations. Assure that nutritional content complies with applicable state and federal regulations and nutrition standards with Food Based Menu Planning (FBMP) and the School Meals Initiative.

Communicate with staff, and physicians concerning food substitutes required for students with disabilities, special needs, or food allergies.

Develop and implement marketing and merchandising of nutritious foods.

Attend meetings, workshops and seminars for the purpose of receiving and/or conveying information regarding nutrition services.

May assist in planning nutrition services promotional activities.

Conducts site observations for the purpose of evaluating kitchen operations and compliance with regulations.

Coordinate site nutrition activities and submit site evaluations to appropriate administrators.

Makes recommendations on the purchase of new foods and related products and conducts tests to ensure conformance with all District and USDA guidelines.

Monitor District nutrition services programs to ensure adherence to federal and state nutritional requirements in accordance with FBMP and School Meals Initiative.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of quantity nutrition services preparation, serving and storage.
- Health, sanitation and safety practices related to handling, cooking, baking and serving food.
- Standard kitchen equipment, utensils and measurements.
- Principles and practices of supervision and training.
- Methods of computing food quantities required by weekly or monthly menus.
- Principles of nutrition.
- Basic math
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Inventory techniques.

ABILITY TO:

- Plan, organize and supervise the nutrition services operation at an assigned school site.
- Assure compliance with established safety and sanitation rules and regulations.
- Train, supervise and evaluate the performance of assigned staff.
- Operate and maintain nutrition service machines and equipment.
- Prepare attractive, appetizing, and nutritious meals for students and staff.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Prepare a variety of records and reports related to assigned activities.
- Meet schedules and time lines.
- Interpret, apply and explain policies, procedures, rules and regulations related to assigned

activities.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Operate a computer and assigned software.

Oversee and participate in daily and periodic inventories.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from a recognized college or university with a major in nutrition, and/or dietetics, food service management, culinary arts, or institutional food service; registered dietitian status and two years of increasingly responsible technical experience in the field of nutrition including responsibility involving nutritional and feeding programs for children. One year of the required experience may be substituted by satisfactory competition of a recognized internship program in nutrition and/or dietetics leading to eligibility to become a Registered Dietitian.

LICENSES AND OTHER REQUIREMENTS:

Active status as a Registered Dietitian at time of appointment to and during employment in this position.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies as assigned by position.

Dexterity of hands and fingers to operate nutrition service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

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.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410