

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Dietitian (Q77)	Job Family: 9
Department: Nutrition Services	Lane Placement: 12
Supervisor's Title: Director of Nutrition Services	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per day: 8
Department Approval: <u>[Signature]</u>	Date: <u>12-22-14</u>
ADA Review: <u>[Signature]</u>	Date: <u>12-22-14</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>12-22-14</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>1/5/15</u>
Original date: <u>05/06</u> Revised: <u>07/14</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Nutrition Services, the **Dietitian** assists the coordinators in developing and analyzing school menus. Incumbent will assist in staff training, particularly regarding nutrition topics and updates. Incumbent works with the 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.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Review food production sheets to insure they meet daily nutrient values and guidelines. Analyze menus for nutrient content.
- Assist in planning menus with the coordinator team for District schools. Follow the guidelines for nutritional values, cost, preparation time, and available foods.
- Review diet prescription forms to establish special diet menus. Meet with nutrition managers to implement special diet menus for students. Assist in ordering special diet menu items.
- Act as a liaison between nutrition services, parents, nurses and District faculty.
- Assist in planning and presenting monthly manager meetings and special workshops. Assist in determining agenda from identified problems, new directives, and instructions regarding new menus and recipes.
- Instruct nutrition service personnel in nutrition menu development. Assist in developing a training program for nutrition service managers and workers.
- Assist in the development of the nutrition services website to communicate nutrition information and publicize district menus. Assist in developing newsletters, brochures and posters.
- Job requires frequent travel between schools, occasionally in hazardous weather conditions. May be required to drive a District vehicle.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- 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.
- Requires a minimum of one year of work experience in nutrition or related field.
- Must be a registered Dietitian or be eligible for and receive certification within six months under the Dietitian Certification Act. Verification is required.
- Previous supervisory experience preferred. Requires strong interpersonal skills with the ability to engage cooperation with staff. Experience training groups preferred.
- Requires current ServSafe Certification per SLVHD requirements within six months of hire (three year renewal). Requires knowledge of State and Federal regulations governing child nutrition programs.
- Requires strong understanding of laws and regulations impacting Nutrition Services.
- Ability to maintain a positive demeanor in stressful situations and work under pressure to consistently meet tight deadlines.
- Requires basic computer skills, i.e. Word, Excel, E-mail. Competence in reading, writing, and basic math. Requires accuracy and attention to detail.
- Requires ability to communicate clearly and precisely in a variety of significant situations (e.g. training, explaining, giving directions and answering questions).
- Requires effective communication skills and strong leadership skills necessary in meeting with the health department, regulatory officials, principals, vendors, parents, lunch managers and staff to resolve concerns and evaluate suggestions for improvement.
- Requires a valid Utah Driver's License. May be required to pass a drug test.

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.

Machines, Tools & Equipment Used:

- Must be knowledgeable in the operation of all school kitchen equipment and utensils (e.g. large mixers, ovens, dishwashers, meat slicers and steam kettles).
- Standard office machines (e.g. computer and calculator).

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the employee is regularly required to talk or hear. Ability to taste and smell food produced.
- The employee is frequently required to sit. Occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.

- 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 condition, 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.