

## **Nutrition Services Coordinator/Registered Dietitian – Food and Nutrition Services**

**REPORTS TO:** Director of Food & Nutrition Services

### **PRIMARY FUNCTION:**

Responsible for improving, expanding and marketing nutrition and wellness initiatives throughout the district. Prepares menus, develops recipes and participates in product selection. Maintains nutritional analysis, menu app and digital signage. Develops and maintains special diets, supports school staff and school nurses and expands nutrition education. Implements and obtains wellness grants. Assists with the education and supervision of cafeteria staff.

### **Typical Duties and Responsibilities**

1. Assist in product selection. Completes menu, recipe development and production records for all programs and grade levels according to USDA regulations.
2. Maintain current nutrition and allergy information on all food items. Keep nurses and community informed of the nutrition and allergy information. Maintain allergies in POS system and menu app.
3. Complete nutritional analysis on all menus and make recommendations for improvements.
4. Support and supervise FoodCorp Service Members, Food Rescue Program and Summer Food Service Program Staff.
5. Coordinate and markets wellness and nutrition education activities for students, parents and the community, promoting a positive message on behalf of the district and the department.
6. Assist in obtaining grant funds as available. Pursue awards to promote district nutrition initiatives and recognition of wellness efforts.
7. Oversee and improve cafeteria services, district catering and satellite operations.
8. Implement Smarter Lunchroom initiatives.
9. Conduct regular, documented on site visitations to all meal programs including breakfast, lunch, after school snacks, and supper programs. Includes administrative and onsite reviews to ascertain compliance with Federal, State and Local laws and regulations.
10. Develop and conduct trainings to ensure district staff compliance with professional standards regulations. Document compliance.
11. Acts as a liaison with Information Technology Department. Learn to maintain department website and POS system. Provides training and support for end-users on site, via the network, over the telephone and in written form.

12. Establish and maintain effective working relationships with administration, staff and other personnel.
13. Travel for training services will be required.
14. Performs administrative tasks as needed.
15. Other duties as assigned.

The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

**SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERTISE:**

- Registered Dietitian, certified by the Commission on Dietetics Registration (CDR)
- Qualified Food Operator
- Experience in Child Nutrition preferred
- Experience in teaching and conducting training programs preferred
- Aptitude for creative endeavors such as writing, oral presentations and marketing

**CERTIFICATION REQUIREMENTS:**

Registered Dietitian

**SALARY AND TERMS OF EMPLOYMENT:**

12-month work year, salaried

