

UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CLINICAL DIETITIAN AND SCHOOL NUTRITION MARKETING SPECIALIST

FLSA STATUS: EXEMPT 12-MONTH

GENERAL STATEMENT OF JOB

Will work with others in the development of the overall School Nutrition Program, under the supervision of the School Nutrition Director. Will coordinate and implement therapeutic diet orders for students with special nutritional needs and instruct staff on compliance. Plan, analyze, and implement school menus that meet USDA standards. Plan, coordinate, communicate and manage system wide marketing and promotional campaigns. Function as media liaison for the School Nutrition Program.

SUPERVISORY RELATIONSHIPS

Will report directly to the School Nutrition Director.

DUTIES AND RESPONSIBILITIES

1. Coordinate and implement therapeutic diet orders for students with special nutritional needs and instruct staff on compliance.
2. Maintains, monitors, and publishes nutritional information including, but not limited to, carbohydrate counts, food allergens needs for therapeutic diets.
3. Collaborates with school staff, teachers, parents, physicians and other health professionals to meet the special food and/or nutrition needs of students.
4. Provides direct assistance in the development and analysis of school menus.
5. Assists in data entry of all recipe ingredients and menus into a USDA approved nutrition program.
6. Maintains dietetic registration and licensure in the state of North Carolina.
7. Functions as a resource for the interpretation and dissemination of federal and state laws and policies related to School Nutrition.
8. Promotes health and wellness through nutrition education and appropriate marketing.

9. Develops procedures for collecting customer feedback.
10. Lead in the development and implementation and evaluation of a marketing plan aligned with federal, state and local marketing initiatives.
11. Designs and implements an effective public relations program to maintain a positive image for the UCPS School Nutrition Program.
12. Responds appropriately to publicity generated by the media.
13. Networks with health and nutrition professionals to share best practices in nutrition and wellness programs.
14. Represents the department at meetings and conferences and gives presentations on departmental initiatives as requested.
15. Other duties as assigned by School Nutrition Director.

MINIMUM TRAINING AND EXPERIENCE

Bachelor Degree in Nutrition and Dietetics, having successfully received a registration in Dietetics, with some experience in School nutrition software; or any equivalent combination of training and experience which provides the required leadership skills, knowledge and abilities.

Three or more years of clinical and diet therapy management experience. Must have and maintain credentials Registered Dietitian/Nutritionist and NC Licensed Dietitian/Nutritionist.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Interpersonal Communications: Requires the ability to speak and/or signal to people to convey or exchange information.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to follow written and oral instructions. Applicant must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide.

Motor Coordination: Requires the ability to coordinate the eyes and hands to use a keyboard.

Interpersonal Temperament: Requires the ability to deal with people and receive instructions. Applicant must be adaptable to performing under minimal to moderate levels of stress.

Physical Communication: Requires the ability to talk and hear.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the use of standard office equipment

Knowledge of accounting clerical methods

Knowledge of word processing and familiarity with required computer programs

Ability to demonstrate proper phone etiquette

Ability to establish and maintain effective working relationships with all levels of staff, managers, principals, and parents

Ability to maintain confidentiality

Ability to exercise independent judgment and initiative in completing work assignments

Ability to train personnel as needed

Ability to meet deadlines and work on multiple projects simultaneously

HOW TO APPLY

Interested parties should apply on-line at

<http://www.applitrack.com/ucps/onlineapp/application.aspx?starting=true>