



# SCHOOL NUTRITION PROGRAM REGISTERED DIETITIAN

*Exempt*

## **General Definition of Work**

Performs difficult technical work monitoring and supervising food service activities, and related work as apparent or assigned. Continuous supervision is exercised over Cafeteria Managers.

## **Qualification Requirements**

- Bachelor's degree in food science, nutrition/dietetics required. Masters preferred.
- Experience in a food service operation required.
- Experience in School Nutrition Program preferred.
- Minimum of 3-5 years management experience required.
- Ability to supervise others, give guidelines and requirements.
- Ability to interpret regulations and teach material using power point.
- Ability to communicate effectively with all staff.
- Ability to establish and maintain effective work relationships.
- Must be Serve Safe Certified.

## **Salary**

Pay Grade 72

## **Reports to**

SNP Director

## **Essential Functions**

- Maintains Meals Plus Menus module with up to date nutrient database.
- Develops all menus for NSB, NSLP, SFSP, ARSM, Special Diet Orders, Kids Plus Special Days
- Prepares annual Nutrient Analysis Report for NCDPI School Nutrition Services.
- Leads student lead taste testing, new recipe and menu development.
- Provides nutrient content for Meal Viewer software supervisor lead.
- Directly supervises assigned cafeteria managers.
- Serves as a liaison to facilitate the cafeteria manager's success.
- Provides on-site leadership to managers and staff by daily monitoring program operations.
- Ensures all cafeteria operations and activities are in accordance with local, state and federal laws.
- Leads training for meal preparation techniques for modified diets.
- Performs job performance evaluation of assigned cafeteria managers.
- Monitors daily paperwork and data input for program reimbursement.
- Provides nutrition content for SNP website and social media.
- Facilitates and repairs technology work orders and issues.
- Works with School Nutrition supervisory staff to develop and implement protocols to assist site-based cafeteria personnel in successfully completing their job responsibilities.
- Conducts annual kitchen evaluations.
- Develops and documents the Meals Plus System and updates the operations manual as needed.
- Participates in community outreach efforts by attending philanthropic and community events.
- Assists managers in hiring and training employees.
- Works with parents, teachers, media, all school staff to educate and inform about SNP positive role in nutrition and health.
- Attends classes and seminars to enhance knowledge of program.



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### Knowledge, Skills and Abilities

- Thorough knowledge of the preparation, cooking and serving of food in large quantities.
- Thorough knowledge of food quality and values, and of nutritional and economical substitutions within food groups with a preference for some knowledge of special dietary requirements.
  
- Thorough knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning and care of utensils, equipment and work areas.
- Thorough knowledge of U.S.D.A. rules and regulations.
- Ability to plan and supervise the work of subordinate employees as assigned.
- Ability to prepare reports.
- Ability to train subordinates in the preparation, cooking and serving of food.

### Physical Requirements

- Requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 25 pounds of force.
- Frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by using the spoken word and conveying detailed, important instructions to other accurately, loudly or quickly.
- Hearing is required to receive detailed information at normal spoken word levels, to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Requires visual inspection involving small defects and/or small parts.
- Requires use of measuring devices.
- Requires preparing and analyzing written or computer data.
- Requires assembly or fabrication of parts within arm's length.
- Occasionally requires working near moving mechanical parts.
- May be exposed to the risk of electrical shock and blood borne pathogens.
- Occasionally may be exposed to wet or humid conditions (non-weather), to extreme hot and/or cold (non-weather), to fumes or airborne particles, and to toxic or caustic chemicals.
- May be required to wear specialized personal protective equipment.
- Must be able to work in a moderately noisy location (e.g. business office, light traffic).

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.