

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Dietician
Prepared Date: 6/26/2017
Revised Date: 7/2/2018
Work Year: 220 days
Department: Nutrition Services
Reports To: Director of Nutrition Services
Salary Range: Middle Manager Salary Schedule
Benefits: Fringe benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The District Dietician is responsible to administer the implementation of school breakfast, lunch, and other feeding programs by organizing and maintaining quality menu planning, nutritional analysis, menu cost analysis, inventory management, food and supply purchasing, and community understanding of related issues.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- BA or BS in Nutrition, Food Science, or related field.
- Employee must be or be eligible for registered dietician or receive registration within 1 year of hire (certification or credentialing by the School Nutrition Association preferred)
- Employee must obtain ServSafe certification within 6 months of hire
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Valid Colorado Driver's License and be insurable by the District's insurance carrier
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Registered Dietitian
- Previous experience in School Food Service Management
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of human nutrition, school food service operation and management
- Ability to speak before large and small groups and organizations
- Ability to train individuals in various programs.

- Excellent computer skills (word, excel, PowerPoint, internet).
- Basic skills in personnel management, budget management, conflict resolution, resource organization and planning, and information analysis
- Excellent oral and written communication skills.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Administer the nutrition analysis software for the department. Keep the database updated and coordinate menu development with nutritional analysis.
- Analyze all menus for pre-cost and maintain this system of spreadsheets so that pricing is always up to date.
- Enhance the health and nutrition of school children by planning nutritionally sound menus that conform to federal and state program regulations.
- Manage diet plans for students with food allergies to some degree and ensure that staff at schools follow the menu restrictions that physicians have set for these students. Research and conduct analysis to find foods that are appropriate to the menu plan.
- Develop, maintain, and evaluate menu and recipes, and HACCP manual for continued improvement in customer satisfaction and cost controls using continuous improvement tools.
- Assist purchasing liaison and/or coordinator for food and supply purchases used in preparation of all department menus.
- Develop and coordinate department nutrition education materials and classes. Assist and facilitate community understanding of program related health and nutrition information.
- Act as a Department liaison for District Wellness Committee, assisting in development of District Wellness policies.
- Assist with implementation of decisions, policies, procedures and systems that comply with federal, State, Local and Board laws or directives for Nutrition Services.
- Visit schools regularly to conduct reviews of production records, service standards, and assist staff with training.
- Understand, implement, and monitor USDA, state, local, district, and departmental regulations, policies, and procedures for the Child Nutrition Programs and other programs offered in our district.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Nutrition Services.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.