

JOB DESCRIPTION
Park Hill School District

Nutrition Services Coordinator - Dietician

Purpose Statement

The job of Nutrition Services Coordinator - Dietician is done for the purpose/s of implementing all facets of district menu planning; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the nutritional services team.

This job reports to the Director of Nutrition Services

Essential Functions

- Assists menu and event development (e.g. monthly specials, birthday program, annual celebrations, etc.) for the purpose of presenting items that will be accepted by students and/or staff.
- Collaborates with internal and external personnel (e.g. food specifications, Prime Vendor procurement, food service software, physician diet needs of students, etc.) for the purpose of implementing and/or maintaining nutritional services and programs.
- Develops tests and nutritionally analyzes new recipes for the purpose of ensuring that product matches nutritional requirements and expected quality.
- Facilitates meetings and workshops, etc. (e.g. student Food Advisory Panels, evaluate food quality, receive feedback for menu modifications, nutrition education for stakeholders, etc.) for the purpose of identifying issues, developing recommendation, and serving as a District representative.
- Maintains updated information for food production and recipes (e.g. food allergies, etc.) for the purpose of complying with current health standards.
- Manages menus planning and nutritional analysis for the purpose of ensuring district compliance with established guidelines and USDA compliance.
- Participates in meetings, workshops and seminars (e.g. Wellness Committee, Director of Food Service, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares documentation (e.g. menus, production sheets, cost and analysis of menus, etc.) for the purpose of providing written support and/or conveying information.
- Promotes and markets food service program and healthy eating for the purpose of expanding services and developing nutrition habits in students.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending changes in practices, and maintaining up-to-date information for district wide nutritional services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency BA, BS degree in related area with increasing levels of job-related experience may substitute for MA degree.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date
4/11/2018

Salary Range