

NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the Nutrition Program Supervisor/Registered Dietitian ensures compliance with state and federal nutrition program mandates; coordinates the development and implementation of menus, special needs diets, and catering services; participates in the supervision and training of nutrition services personnel; participates in the development, implementation, and monitoring of departmental work goals and identifies methods to improve services and processes; ensures that staff utilize appropriate procedures and safe practices; and ensures optimal utilization of personnel and other resources.

DISTINGUISHING CHARACTERISTICS

This classification serves as the technical expert in the nutritional analysis and planning of menus, develops recipes, provides nutrition advisory services, and serves as the designated ServSafe instructor. The position conducts new employee orientation and ongoing staff development, performs site reviews, provides supervision and support to other Nutrition Services Supervisors, and ensures that required food handler cards and related training remain current for all staff members. This position may serve as the Director of Nutrition Services during the Director's absence, but, in contrast to the Director, normally does not have overall program operational and budgetary responsibility.

ESSENTIAL FUNCTIONS

- Serves as Director of Nutrition Services, when necessary, to provide program direction in the absence of the Director.
- Participates in the development and implementation of long and short range plans, programs, policies, and procedures to ensure that the district's resources are effectively utilized and required mandates are met.
- Plans and manages student menus to ensure nutritional requirements are met and food served is consistent with student preferences. Utilizes knowledge of government commodities to develop cost effective menus.
- Plans and manages safety programs and practices including Hazard Analysis and Critical Control Point (HACCP) Food Safety System.
- Participates in the selection, training, supervision, and evaluation of assigned staff.
- Monitors budgets and staffing levels of site kitchens, makes recommendations to improve efficiencies and maintain appropriate costs.
- Prepares various documents, such as reports, inventories, and tally sheets to track and provide necessary information to state/federal agencies and appropriate district personnel. Maintains up-to-date files including state and United States Department of Agriculture (USDA) audit requirements.
- Develops trainings and in-service presentations; presents information to inform staff of appropriate procedures and safe practices; monitors and tracks required training hours and certificates of nutrition services staff; instructs students in the principles and importance of healthy eating practices; and promotes community awareness of nutrition services' contribution to student well-being.
- Promotes and markets the nutrition services program to increase student participation and sales; develops and implements methods to survey student interest to assist in determining menu options.

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- Oversees the Nutrition Services catering program; manages catering requests; promotes catering services to District staff.
- Oversees the meal application process in accordance with federal and state regulations.
- Attends various meetings to address liability concerns, provide and receive information, and resolve issues.
- Substitutes as a Nutrition Services Supervisor (school site-level supervisor) as needed.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform higher levels of math including fractions, percentages, and statistics; read scientific and/or technical journals, write manuals, and/or speak persuasively in relations to concepts and theories; analyze situations to define issues and draw conclusions. Specific knowledge of food safety and sanitation regulations; applicable laws, codes, rules and regulations pertaining to school food and nutrition programs; government commodity program provisions; principles of training and providing work direction to others; principles of menu planning, marketing and research techniques; dietary guidelines and child nutrition; operation of a computer and assigned software; operation of standard office equipment and group presentation equipment; oral and written communication skills; interpersonal skills including tact, patience and courtesy; record-keeping techniques.

SKILLS are required to perform multiple specialized technical tasks. Specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws including the County Health Department; communicate with persons of varied cultural and educational background; market the services of Nutrition Services; operate equipment used in food services; operate standard office equipment including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budget and financial plans; make dietary recommendations.

ABILITY is required to deal with a level of complexity of tasks that require significant controlling sequences of equipment operations; coordination of other persons' schedules and/or activities; interaction with persons and/or agendas that frequently change; discretion, independent action and/or judgment with regards to using data and working with people. Specific abilities to adhere to safety practices; be attentive to details; implement health and nutrition curriculum; meet deadlines and schedules; accomplish duties and complete assignments by designated deadlines utilizing effective time management practices; train and provide work direction to assigned staff; develop menus and make changes as needed; explain and assure compliance with local, State and federal laws, rules and regulations related to nutrition; communicate effectively both orally and in writing; maintain cooperative working relationships with others.

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RESPONSIBILITY

Persons in this classification have responsibility in multiple areas including managing staff, ensuring compliance with mandates, and fiscal monitoring. The overall scope of responsibility is significant and generally work is released without review.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder(bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reach below shoulder
Frequently/Continuously	pushing and pulling

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

EXPERIENCE

Substantial professional-level experience in a similar capacity is required. Typical qualifying experience would include two years as a registered dietitian at a supervisory or management level or one year as a registered dietitian and two years of supervisory or management-level experience involving planning and preparation of food in large quantity. Experience in a school program is preferred.

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EDUCATION

Bachelor's degree from a recognized college with a major in nutrition, dietetics, or related field.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license
- Current certifications: 1) registered dietitian and 2) food safety manager (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Both certifications must be submitted at time of application.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

FLSA STATUS

Nonexempt

SALARY GRADE

Supervisory, Range 6