SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Menu Systems Development
      Dietitian

REPORTS TO: Food Services
            Planning Supervisor

DEPARTMENT: Food Services

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 053

OTBS

REVISED: December 17, 2019

BASIC FUNCTION:

Develop and maintain computerized and manual nutritional standard menu planning system; provide nutritional analysis, departmental food cost accounting and record maintenance, and participate in school nutrition education programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, develop, and maximize an operational computerized system with capabilities of food cost accounting, nutritional analysis, and menu planning, and an alternate manual menu planning system. E

Investigate the feasibility of other system capabilities and develop or assist in their development. E

Develop a reporting system and supervise the collection of nutritional justification records for reimbursement for food and nutrition programs including the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program (CACFP), and the Summer Feeding Program. E

Plan and supervise food cost accounting to determine actual menu food cost, trend menu food cost, and component food cost materials. E

Develop, coordinate, and summarize à la carte pricing and compile related materials and instructions for the school cafeteria manager. E

Assist in nutrition education of elementary and secondary students. E

Assist in developing alternative, reimbursable menu planning structures, including meals for students with medically necessary menus. E

Conduct field studies and survey. E

Assist in developing standard operational rules, policies, regulations, and procedures. E

Plan and conduct or assist in conducting in-service training classes. E
Make analytical studies and prepare reports. E

May assist in planning food services promotional activities.

Participate as a department representative on the district’s Wellness Committee. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in nutrition, and/or dietetics, food service management, culinary arts, or institutional food service; and current status as a registered dietitian and three years of progressively responsible, directly related experience is required.

LICENSES AND OTHER REQUIREMENTS:
Valid Registered Dietician (RD) license.
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided). Individuals employed in this job class must be able to qualify for a Food Service Manager Training Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of nutrition, dietetics, and institutional food management.
Federal, State, and local regulations pertaining to school meals and nutrition programs.
District business procedures, policies and processes related to assigned area.
Quality and quantity of food selection and preparation, including menu and recipe development and analysis.
Federal, State, and local regulations pertaining to school meals and child nutrition programs.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Oral and written communication skills.
Reading and writing English communication skills.

ABILITY TO:
Perform specialized and technical duties in field of specialty.
Analyze nutritional content of menus and recipes including special diets.
Conduct studies and prepare reports, analyses, and correspondence.
Operate standard office equipment including computers and related software applications.
Learn specialized software applications.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively orally, in writing, and in group settings.
Prepare clear concise written communication.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
Work independently with limited direction.
Read, apply, and explain rules, regulations, policies, and procedures.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:
This is a stand-alone position as the work requires an incumbent to hold a valid license as a Registered Dietician (RD).