

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:	November 12, 2008		

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 the National School Lunch Program, School Breakfast Program, California SHAPE Program, After School Snack Program and 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 the conduct of inservice training classes. **E**

Make analytical studies and prepare report. **E**

May assist in planning food services promotional activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A 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; registered dietitian status and three years of progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

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.

Technical aspects of field of specialty.

Oral and written communication skills.

Reading and writing English communication skills.

ABILITY TO:

Learn computer applications; skill in conducting studies and research.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

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.

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