

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Dietitian for School Nutrition  
**Report To:** Director for School Nutrition  
**FLSA Status:** Exempt

**SUMMARY**

Assists the Director in managing the School Nutrition compliance of federal and state regulations pertaining to the National School Lunch Program, including the creation of menus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Ensures the direction of the School Nutrition Program follows all local, state, and federal guidelines.

Manages exempt and hourly staff in the School Nutrition Department.

Establishes and maintains excellent relationships with district administrative and campus staff to ensure expectations are being met.

Maintains records of School Nutrition bids, quality assurance, and shipping.

Assists with updating and recording all food specifications.

Is responsible for USDA commodities to include: ordering, administration, coordinating, receiving and storage.

Maintains computer technology as applicable to School Nutrition menu planning procedures and inventory accountability.

Develops cycle menus and production records in accordance with all state regulations.

Maintains control over and perform nutritional analysis of all menus using computer technology software.

Continually strives to develop School Nutrition staff in all areas of managerial and professional development.

Creates and implements training material to support district training.

Engages students by assisting in executing a variety of student-based nutrition education programs.

Completes required daily/weekly/monthly reports such as inventory, production records, payroll/timekeeping, metrics tracking, etc. in a timely manner.

Administers the Food Protection course (SERV SAFE) and the Manager's Academy.

Assists in replying to parent, student, teacher, and administrator's questions and complaints.

Assists in staff development (training) and the planning and execution of catered functions.

Assists with marketing and promotional procedures to assure high participation at breakfast and lunch.

Assists with ongoing development of policy and procedure in Managers' handbook.

Leads program innovation efforts to ensure academic success through feeding more students.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Assist the Director in the overall supervision of employees in the School Nutrition Department (500 employees). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **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 ability needed. There may be alternatives to the below qualifications, as the Board of Trustees may find appropriate. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION or EXPERIENCE**

Bachelor's degree in Nutrition or related field is required; three years related Food Service Management experience in a school, hospital or industrial Food Service operation, preferred. Registered dietitian is preferred. Culinary training preferred.

### **LANGUAGE SKILLS**

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and Boards of Directors.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY**

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**MENTAL DEMANDS / PHYSICAL DEMANDS/ ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; district vehicle

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel; occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate.

**Approved Date:** August 5, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.