



Unified School District

**CLASS TITLE: CHILD NUTRITION SERVICES SUPERVISOR/
REGISTERED DIETITIAN
CLASSIFIED SUPERVISOR**

BASIC FUNCTION:

Under the direction of the Director of Child Nutrition Services, the Child Nutrition Services Supervisor/Registered Dietitian ensures compliance with state and federal nutrition program mandates; assists the Director in coordinating, developing, and implementing menus, plans special needs diets, 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:

The Child Nutrition Services Supervisor/Registered Dietitian is the technical expert in the nutritional analysis and planning of menus, developing recipes, providing nutrition education, and serving as the chair of the wellness committee. This position performs site reviews, provides supervision and support to other Child Nutrition Services staff, and ensures that required food handler cards and related training remain current for all staff members. This position may serve as the Director of Child Nutrition Services during the Director's absence, but, in contrast to the Director, normally does not have overall program operational and budgetary responsibility.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serves as Director of Child 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, grants, and procedures to ensure that the district's resources are effectively utilized and required mandates are met.

Assists the Director to plan and manage 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.

Assists in monitoring budgets and staffing levels of site kitchens, makes recommendations to improve efficiencies and maintain appropriate costs.



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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.

Serve as the chair of the Wellness Committee to work with various District stakeholders to ensure the regulations are being met.

Coordinates, develops, and implements nutrition education curriculum and events through the year for teachers, students, and staff, as applicable.

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 Child Nutrition Services staff; instructs students in the principles and importance of healthy eating practices; and promotes community awareness of Child 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.

Attends various meetings to address liability concerns, provide and receive information, and resolve issues.

Substitutes as a Lead Child Nutrition Services Worker and/or Child Nutrition Services Worker as needed.

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and equipment used in quantity and quality preparation, cooking, serving, and storage of food; portion control and container sizes, procedures related to receiving of food, stock rotation, and inventory methods.

Planning, organization, and operation of a food service program.

Principles and practices of training, supervision, and management.

Governmental regulations pertaining to nutrient analysis of menus, nutritional needs of school aged children, menu planning, and record keeping.

Cost control practices.



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Oral and written communication skills.

Regulations and eligibility requirements of the National School Lunch and Breakfast Program, including USDA donated food, competitive food sales, eligibility for needy students, and Administrative Review compliance.

Operation of commercial kitchen equipment.

Basic marketing and promotion strategies.

Basic computer operations for personal computer and POS software programs.

Safety and Sanitation standards as required by Cal Code.

District organization, operations, policies, and objectives.

Efficient staff utilization procedures including time and motion studies and work scheduling.

Fundamentals of good public relations.

ABILITY TO:

Plan, coordinate, organize, and direct activities and personnel involved in food preparation and serving at a central kitchen and satellite kitchens.

Operate a computer and learn to utilize specific nutrition program financial, nutrient analysis, and inventory software.

Calculate, estimate and order food items, staples, supplies, and USDA commodities in accordance with cost factors, storage capacity, workload and equipment available.

Research and complete administrative tasks such as policy manuals, bid proposals, and marketing plans.

Present nutrition education curriculum to parents, staff, and students.

Be flexible and able to adapt to changes in routine and duties.

Secure and assign substitute personnel.

Prepare, understand, explain, and maintain complex rules, records, and procedures accurately.

Make routing and emergency operational decisions with minimal direction.

Gather, analyze, and evaluate data to exercise sound judgment in planning and organizing work.

Train, supervise, and evaluate personnel.

Assist in development of menus in accordance with nutritional requirements and budget limitations.

Establish and maintain cooperative and effective working relationships with district personnel, vendors, parents, students, and the community.

Observe all health and safety regulations.

Work independently with little direction.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Understand and work within scope of authority.

Communicate effectively both orally and in writing.

Travel to assigned work locations.



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EDUCATION AND 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. Completion of a Bachelor's Degree in nutrition, dietetics, or closely related field is required.

Certificates & Licenses

Valid State Driver's License & Evidence of insurability & availability of a private automobile
ServSafe (or equal) Certification
Registered Dietitian Credential

Continuing Ed./Training

Maintaining Certification(s)

WORKING CONDITIONS:

ENVIRONMENT:

Food service environments which include exposure to temperature extremes
Exposure to hot foods and equipment
Exposure to sharp knives/slicers
Exposure to cleaning and sanitizing agents
Office environment
Outdoor environments on occasion
Driving vehicle to conduct site visits

PHYSICAL DEMANDS:

Standing, walking, sitting for extended periods of time
Kneeling, reaching, twisting crouching, squatting, climbing, bending, and balancing to perform food service functions
Lifting and carrying objects weighing up to 50 pounds
Dexterity to operate kitchen/office equipment
Grasping, pushing, pulling equipment and objects weighing up to 100 pounds
Hearing and speaking to give and receive instructions
Seeing to observe work areas and to read, prepare and proofread documents
Driving to assigned sites to review, inspect, and conduct work