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<b>Position:</b>	Dietician	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Campus Catering	<b>Salary Grade:</b>	37
<b>Reports to/Evaluated by:</b>	Director of Campus Catering	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Develops and analyzes menus and recipes, schedules tests and recommends foods and related products for purchase, serves as a technical resource in matters of nutrition, and provides technical guidance over the operation of various District Campus Catering programs to insure compliance with federal, State, and local nutritional requirements and standards.

**DISTINGUISHING CAREER FEATURES**

The Dietician is a professional position that coordinates and participates in the nutrition activities of the Campus Caterings Department. The position provides leadership and expertise toward developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications, and recommending products to be purchased. The position also provides technical guidance and training to Campus Catering employees and others to insure compliance with nutritional requirements of governmental regulatory agencies and the District. Advancement to this position is based on need, the ability to perform the essential functions, and compliance with the qualifications of the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops and tests recipes and menus for foods served in the District Campus Catering programs.
- Researches, recommends, and implements the specifications and quality control procedures used to test new foods and related products prior to purchase. Recommends the purchase of new foods and related products and conducts tests to insure they meet nutritional standards and acceptance.
- Analyses food costs, using approved formulas, to determine if new and existing food and food products are compatible with meal cost limitations. Recommends selling prices.
- Monitors District Campus Catering programs to insure adherence to federal, state, and local nutritional requirements and maintains appropriate records.
- Visits cafeterias and other Campus Catering sites to provide technical assistance to personnel in selecting, ordering, preparing, and serving foods.
- Serves as a technical resource on matters of nutrition, including presenting information to students, teachers, parents, advisory groups, regional nutrition councils, and others.
- Plans, develops, and conducts in-service training programs for Campus Catering employees and other personnel.

- Conducts research into new developments in foods and related products and methods of food preparation and service, and recommends change to Campus Catering programs.
- Works with students, teachers, Campus Catering personnel, vendors, and others in developing and introducing new foods and related products.
- Prepares reports and publications for publication and distribution to District staff, students, and parents.
- Resolves complaints received on product quality or delivery service to schools, District warehouses, or central kitchens. Investigates reports of food-borne illness from schools and prepares written reports with recommendations.
- May perform other tasks involved with Campus Catering programs in schools and early education centers, such as identifying and correcting irregular costs and reviewing and recommending changes in performance, staffing, and equipment standards.
- May supervise the work of Campus Catering staff in preparation and testing of food.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires specialized knowledge of the principles of food technology, nutrition, food and nutritive value, food-testing methodology, and balanced menu preparation. Requires knowledge of quality and quantity food selection and preparation, including menu and recipe development and analysis. Requires in-depth knowledge of Federal, State, and local regulations pertaining to school meals and child nutrition programs. Requires knowledge of the principles and techniques, and skill at training staff in the proper selection, utilization, and care of food and food products, equipment and storage. Requires in-depth knowledge of food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP). Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and special applications used by the organization unit (e.g., nutrition analysis software), and data entry onto custom data bases. Requires basic skill at facilitating small group problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional written materials. Requires sufficient human relation skills to conduct in-service education, convey technical concepts, and establish a positive work climate.

**Abilities:** Requires the ability to carry out the functions of the position. Requires the ability to conduct food research, conceptualize and implement new product ideas, and analyze nutritional content of menus and recipes including special diets. Requires the ability to analyze financial data from cafeteria operations and make recommendations to improve operational efficiency. Requires the ability to facilitate training, meetings, and discussion groups relative to nutrition and school meal policies. Requires the ability to implement and maintain quality control and improvement programs. Requires the ability to work cooperatively with Campus Catering personnel, vendors, and other customers.

**Physical Abilities:** Incumbent must be able to work indoors, engaged in work of primarily a sedentary to moderately active nature. Must be able to use near and far vision to write, to read printed materials and computer screens, and to observe production. Requires sufficient hearing and speech ability for ordinary and telephonic conversation and to machine prompts. Requires manual hand-eye-arm and finger dexterity to use a personal computer keyboard, mouse or other pointing device, and specialized video production equipment.

Requires the ability sit for extended periods of time to accomplish desk work. Requires the ability to stand upright and forward flexing during to conduct inspections.

**Education and Experience:** Graduation from a recognized college or university with a bachelor's degree in foods and nutrition, dietetics.

**Licenses and Certificates:** Requires a valid driver's license. ServSafe certificate. Registered Dietician License.

**Working Conditions:** Work is performed in an indoor office and food production environments where some, yet minimal health and safety considerations exist from proximity to equipment.