

Nutritionist

Job Title: Nutritionist

Exemption Status/Test: exempt

Reports to: Executive Director of Child Nutrition

Date Revised: 8/22/2016

Dept./School: Child Nutrition

Pay Grade: ADMA1

Calendar Days: 226

Primary Purpose:

Responsible for the development and implementation of Nutrition Education for staff, students, parents, and the Aldine community

Qualifications:

Education/Certification:

Bachelor of Science in Nutrition
Registered Dietician preferred

Special Knowledge/Skills:

Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of food service management, menu planning, food purchasing, and preparation of foods in food service environment

Knowledge of public sector purchasing, food procurement procedures, and inventory system that meets both Federal (US Department of Agriculture) and State (Texas Education Agency) standards

Skill in recipe standardization, development and testing for quality food products

Skill in providing educational and training assistance for Child Nutrition managers and other campus employees

Ability to develop bid specifications and market school menus

Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy

Experience:

Two years of experience in the field of nutrition

Major Responsibilities and Duties:

1. Development and implementation of Nutrition Education for staff, students, parents and the Aldine community.
2. Provide assistance to school program staff with marketing school nutrition programs to increase participation. Serving as compliance monitor for district Wellness Policy.
3. Plan and coordinate Health and Wellness Events.
4. Facilitate Fresh Fruit and Vegetable Grant by assisting with annual applications, budget and trainings.
5. Assist Registered Dietician with development of menus for all grade levels.
6. Participate in recipe development.
7. Proficiently operate the menu and production record software.

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8. Assist with vendor food samples.
9. Assist Registered Dietitian with Special Diets.
10. Assist with Menu Training.
11. Assist with yearly Food Bids.
12. Assure that all state and federal regulations are followed.
13. Assure that all Aldine ISD and Child Nutrition Services Department policies, practices and procedures are followed.

Other

14. Support and promote the school district vision, mission and objectives.
15. Support and promote the goals and objectives of Child Nutrition Services to continually improve the department.
16. Communicate effectively with all school district personnel and community stakeholders.
17. Perform other duties as assigned by Dietitian.

Supervisory Responsibilities:

None

Evaluation:

The Nutritionist's evaluation is a responsibility resting with the Executive Director of Child Nutrition. An evaluation shall be completed in writing at least once during the course of the school year.

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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

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

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

Environment: Work indoors; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.