Job Title: Assistant Director of Nutrition and Menu Planning

Reports to: Director of School Nutrition Services **Pay Grade:** 104/226 days

Dept./School: School Nutrition Department **Date Revised:** 10/2026 **Duty Days:** 226

Primary Purpose:
Plan, develop, and oversee nutrition programs, cycle menus, and special dietary accommodations for Bryan ISD School Nutrition Services to ensure compliance with federal, state, and local requirements. Support the effective operation of school nutrition programs through menu and commodity management, nutrition education, food safety monitoring, staff training, and program communications. Promote appealing, nutritious meals, efficient resource utilization, and continuous improvement to support student health, well-being, and academic success.

Qualifications:

Education/Certification:
Bachelor's degree in Dietetics, Nutrition, or related field required. A Master's degree is preferred.
Registered, Licensed Dietitian (RD, LD) required
Food Safety Manager Certification

Experience:
Minimum 3 years, 5 preferred, of food service experience required with knowledge of quantity food production, record keeping and documentation including TDA and Health Department required records (Standardized Recipes, Food Production Records, HACCP Logs, etc.)
Prior experience in menu planning and menu analysis required

Special Knowledge/Skills:
Knowledge of USDA school nutrition programs and dietary guidelines
Ability to interpret and apply federal, state, and local regulations
Strong organizational, communication, and interpersonal skills
Proficiency in nutrient analysis software, Excel, and web-based systems
Ability to analyze data, manage multiple priorities, and meet deadlines

Major Responsibilities and Duties:

Menu Planning, Nutrition, and Program Development
Develop, plan, analyze, and maintain cost-effective, appealing, and nutritious cycle menus for all campuses and applicable nutrition programs, ensuring compliance with USDA, Texas Department of Agriculture (TDA), and local requirements for appropriate age groups.
Develop, test, evaluate, and modify standardized recipes; evaluate new food products and ensure recipes are consistently followed across school kitchens.
Monitor menus, recipes, food labels, and production records to ensure compliance with applicable USDA and TDA regulations.
Evaluate student preferences, meal participation data, and industry trends to improve menu offerings, minimize waste, and increase program participation.
Develop menus and production records for the After School Snack Program and summer nutrition programs.
Compile and maintain accurate electronic food production records and related documentation using approved software.
Plan, forecast, and manage USDA commodity allocations, including direct-delivery and processed commodities, through strategic menu planning and procurement. Monitor usage, coordinate trades, initiate adjustments, and promote full and effective utilization of available allocations.
Collaborate with purchasing personnel, warehouse staff, vendors, and campus employees to coordinate menu implementation, product deliveries, substitutions, and shortages. Communicate product availability issues and resolutions to cafeteria managers and appropriate personnel.

Special Dietary Needs and Student Wellness
Establish, develop, and maintain procedures for accommodating students with special dietary needs, including food allergies, medical dietary restrictions, and other required accommodations.
Coordinate with campus nurses, medical professionals, families, and other appropriate personnel to implement and monitor individual student dietary accommodations.

Develop and maintain procedures to promote the safe handling, preparation, and service of meals for students with food allergies and dietary restrictions.
Serve as the department representative on the Student Health Advisory Committee (SHAC) and coordinate the development, implementation, and maintenance of the district's Local Wellness Policy in collaboration with appropriate stakeholders.
Serve as the Nutrition Education Coordinator, planning and coordinating nutrition education activities and resources for district schools.

Food Safety, Quality Assurance, and Operational Compliance

Support campus visits by supervisors to complete on-site monitoring to evaluate food quality, meal production, service, sanitation, Hazard Analysis and Critical Control Point (HACCP) procedures, and compliance with applicable local, state, and federal requirements.
Assist cafeteria managers with inventory management, food production analysis, and financial accountability by reviewing inventory levels and production records to identify overproduction, reduce food waste, and control costs.
Support consistent implementation of departmental policies, procedures, food safety practices, and operational standards across all campuses.

Training, Staff Development, and Educational Partnerships

Assist with training cafeteria managers, cashiers, and other staff on point-of-sale (POS) systems, reimbursable meal identification, pricing, customer service, departmental procedures, and operational best practices.
Assist in the coordination, placement, supervision, and instructional support of Texas A&M University dietetic interns completing their school food service rotation with Bryan ISD School Nutrition Services.

Nutrition Communications, Marketing, and Community Engagement

Oversee the preparation and publication of school menus in print and electronic formats, including PDF calendar menus, electronic menu boards, and other approved communication platforms.
Maintain and update department website content, including menus, nutrition information, nutrition education materials and other relevant School Nutrition Services communications.
Maintain and update department social media content in accordance with district communication guidelines.
Plan and coordinate districtwide nutrition education initiatives, special meal days, themed meals, promotional events, and cafeteria marketing activities to support cafeteria managers and encourage student participation.

Administrative Responsibilities and Professional Development

Participate in administrative, manager and staff meetings, SHAC meetings, professional organization activities, and other departmental initiatives, as applicable.
Participate in professional associations related to school nutrition, dietetics, and/or food service management.
Maintain required professional credentials and certifications and complete continuing education and professional development activities relevant to the position.
Maintain regular and reliable attendance.
Perform other duties as assigned to support the effective and efficient operation of Bryan ISD School Nutrition Services.

Working Conditions

Equipment Used:

Uses large and small kitchen equipment to include electric slicer, mixer, steamer, oven, braiser, steam-jacketed kettle, dish machine, food processor, sharp cutting tools, and food and utility carts. Office equipment includes office computer, Microsoft office applications, Skyward Business software, LINQ School Nutrition software, multi-line telephone, fax machine, 10- key, printers, and copier.

Mental/Physical Demands:

Should thrive in a fast-paced environment, managing multiple deadlines and tasks simultaneously. Must think clearly in stressful situations with frequent interruptions while providing excellent customer service. Maintaining composure in a dynamic and occasionally high-pressure environment is essential. This position requires the ability to work extended hours on certain days, particularly during peak times throughout the year. Occasional lifting of up to 20 pounds is necessary, along with frequent standing and walking.

Environment:

The role involves working in a professional office environment with some work to be completed in school cafeterias and a warehouse.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any legally protected reason.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

Approved by _____ Date _____

Reviewed by _____ Date _____