

Job Title: School Nutrition Services Dietitian

Wage/Hour Status: Exempt

Reports to: Director of School Nutrition Services

Pay Grade: 202

Dept. /School: School Nutrition Department

Date Revised: October 2025 **Duty Days:** 226

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Qualifications:

Education:

- Bachelor's degree in dietetics, nutrition, or related field, i.e. Institutional Management
- Registered Dietitian, required; Licensed Dietitian, Preferred
- State of Texas or ANSI accredited Food Service Manager's Certification required

Special Knowledge/Skills:

- Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of Child Nutrition management, menu planning, food purchasing, and preparation of foods in a large-scale food service environment.
- Ability to use personal computer and software to develop nutrient analysis, spreadsheets, databases and word processing necessary to perform job responsibilities.
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy.
- Ability to maintain effective working relationships with coworkers, customers and stakeholders.

Major Responsibilities and Duties:

1. Plans, manages, develops, and modifies menus, specifications, and recipes to provide nutritionally balanced, quality meals to customers based on District, State, and Federal guidelines while maintaining appropriate food cost levels.
2. Compile electronic food production records in a timely manner using USDA-approved software for each campus menu and in compliance with USDA/TDA Administrative Reference Manual (ARM)
3. Monitor menus, food items, food labels, standardized recipes, and food production records to ensure compliance according to USDA/TDA ARMI.
4. Manage the process of accommodating students with special dietary needs by analyzing physicians' orders, creating special menus and accommodations, training the food service staff and communicating with school administrators, parents and physicians.
5. Assist Director to coordinate and manage the acquisition of USDA food commodities to coincide with menu requirements and available storage space in the district warehouse. This includes USDA commodities located at the government contracted storage facility and processed commodities located at specific vendors.
6. Review, monitor, and verify all USDA commodity foods to ensure receipt of equitable amounts of ready to use end products derived from raw bulk foods.
7. Prepare reports to support the pre-order of annual commodities (brown box and processed commodities) for use on upcoming menus. Monitor monthly commodity usage to assure usage and request trades when needed.
8. Maintain effective communication with vendors, cafeteria managers, the Purchasing Specialist, and the Warehouse Manager to coordinate food and supply needs, deliveries, shortages, substitutions, emergency orders, and menu changes. Ensure all substitutions comply with USDA and School Nutrition Standards, and advise appropriate staff on actions taken to resolve related issues.
9. Monitor and assess student preferences, industry trends and current research to plan menus that encourage customer consumption and satisfaction.
10. Develop, test and evaluate new food products and standardized recipes in coordination with SNS Supervisors.

11. Develop, coordinate, and market school meals and special cafeteria promotions district-wide.
12. Perform and document routine kitchen evaluations by completing On-Site Monitoring forms, and department Kitchen Site Visit forms. Provide assistance and direction to cafeteria managers and kitchen staff on how to improve findings on Kitchen Site visits
13. Attend and participate in SHAC Meetings
14. Assist school cafeterias in financial management by reviewing food inventories and food production records for high inventory levels and for overproduction of food resulting in food waste.
15. Assist in training cafeteria managers and staff on the Point of Sale (POS) system, as well as support the onboarding and development of new managers and managers in training.
16. Review and assist in updating departmental Manuals (HACCP Plan, Employee Handbooks, etc.)
17. Assist with mentoring and teaching of dietetic interns.
18. Maintain required professional credentials and actively engage in professional associations and continuing education opportunities related to school food service.
19. Perform additional duties and accept other responsibilities as assigned.

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.
Working knowledge of office computer, telephone, fax machine, LINQ School Nutrition software, app scanner, printers, and copier.

WORKING CONDITIONS:

Physical Demands:

Stands, walks, pushes, and pulls; moderate lifting and carrying (15 to 44 pounds); some stooping, bending, and kneeling some of the day.

Environment: School Kitchen/Cafeteria and Office

Maintain emotional control in a high stress environment with frequent interruptions. Moderate exposure to extreme hot and/or cold temperatures, moisture, wet floors, and noise from equipment.

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

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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 _____