



**JOB ANNOUNCEMENT  
DISTRICT NUTRITIONIST  
Child Nutrition Department**

**CLOSING DATE: April 10, 2026**

**JOB SUMMARY**

The District Nutritionist, under the supervision of the Nutrition Outreach Manager, is responsible for creating all special diet menus in compliance with federal, state, and local regulations. Provides nutritional support and expertise in the area of student special diets and other departmental needs.

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- Bachelor's Degree with an emphasis in food and nutrition, dietetics, home and consumer science, nutrition education, public health or a directly related field. (preferred)
- Current certification as a Registered and/or Licensed Dietitian (preferred)
- 3 years of Nutrition and/or Food Service experience in an institutional, community, or Child Nutrition operation (required)
- External candidates must have a satisfactory outcome of a fingerprinting check (a nonrefundable fee approximately \$50.00 will be paid by the candidate)
- Valid Texas driver's license

**SPECIAL KNOWLEDGE/SKILLS/ABILITIES**

- Strong understanding of nutrition and wellness principles for improved health
- Knowledge of quantity food preparation in a food service environment
- Experience with food allergens and special diet menu development
- Strong written, oral, and interpersonal skills for public speaking and communicating effectively with various groups
- Computer skills: Excel, Google, Word, nutrient analysis software
- Proficient in math skills to conduct nutrient analysis
- Ability to multitask, appropriately prioritize, be detail-oriented, goal-driven, and willing to learn and assume responsibility
- 3 years planning menus for Child Nutrition programs (CACFP, NSLP, SBP, HeadStart, and State Pre-school)

**DUTIES AND RESPONSIBILITIES**

- Provide special diet menus for students with documented food allergies and/or medical conditions in collaboration with school nurses, parents, healthcare providers, and Child Nutrition staff
- Ensure the district's compliance with special diets program requirements outlined in Child Nutrition local, state, and federal guidelines
- Provide input to the district Menu Planner on menu items suitable for students with special dietary needs
- Serve as the backup for district menu operations
- Conduct site visits to provide training on special diets and food safety considerations
- Respond to parent/community/district concerns regarding special diets
- Coordinate nutrition education programs for students, district staff, parents, and the community that benefit various groups
- Identify opportunities for community involvement, partnerships, grants, and award recognition for nutrition and wellness in the department and district
- Serve on SHAC (School Health Advisory Council)
- Represent Child Nutrition at media/public relations events and participate in interviews on topics related to the NISD Child Nutrition Department
- Collaborate with district staff to ensure compliance with federal and local nutrition standards outlined in the district's wellness policy
- Implement waste-reduction strategies and efficiency protocols to ensure continuous fiscal alignment and cost-effectiveness
- Participate in department- and district-level nutrition and wellness activities after school and at possible weekend events
- Provide outstanding service to all external and internal customers while modeling District/department values in daily actions
- Collaborate proactively across teams to achieve shared goals with solution-focused, systemwide thinking
- Lead by example through accountability, transparency, professionalism, and respectful teamwork
- Promote open communication, constructive problem-solving, and process-focused improvement without blame
- Provide other duties as assigned

**WORKING CONDITIONS**

Maintain emotional control under stress. Occasional District-wide and State-wide travel; frequent, prolonged, and irregular hours. Daily attendance and punctuality at work are essential functions of the job.

**TERMS OF EMPLOYMENT**

**MINIMUM SALARY:** \$52,701  
**MAXIMUM SALARY:** \$73,538

**PAY GRADE:** BN03  
**MINIMUM WORK DAYS:** 226  
**TYPE OF ASSIGNMENT:** Full-Time, Exempt

**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

**FOR HR USE ONLY  
PN: 7501**