

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SUPERVISORY DIETITIAN

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certification from State of Florida in Food Services.
- (3) Registration through the American Dietetic Association required.
- (4) Master's degree in Public Health preferred.
- (5) Minimum of three (3) years experience in school food services or related experience.
- (6) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of area of dietetics as it relates to school age children. Knowledge of state and federal guidelines pertaining to school lunch. Ability to interact with coworkers, school-based personnel and parents. Basic understanding of school lunch accounting and reporting.

REPORTS TO:

Director II – School Food Services

JOB GOAL

To provide a nutritionally sound and cost efficient food services program that will meet the needs of students while maintaining compliance with all state and federal guidelines as they relate to the National School Lunch, School Breakfast and After School Snack Programs.

SUPERVISES:

Free and Reduced Price Meal Program Technician; all temporary employees used in the centralized approval of Free and Reduced Price Meal Application.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist the Director in planning, organizing and executing the food services program.
- * (2) Assist cafeteria managers in staff issues, inventory control and State Board of Education rules and federal guidelines.
- * (3) Assist in the evaluation of the total food services program, including labor costs, food costs, equipment purchasing and accounting.
- * (4) Assist with development of Choice / Self-Serve materials for elementary schools.
- * (5) Assist with weekly and monthly reporting and ultimately the annual school lunch end-of-year report.
- * (6) Assist with food testing and evaluation for bidding and selection purposes.
- * (7) Assist in developing workshops for food services personnel.

SUPERVISORY DIETITIAN (Continued)

Inter / Intra-Agency Communication and Delivery

- * (8) Interface with cafeteria managers weekly and school principals periodically to ensure uniform compliance and understanding of food services program.
- * (9) Present the food services program to parents and staff to assure understanding and a positive public relations.
- * (10) Participate with school food services lunch personnel, school-based personnel and the community in developing the county-wide menu.
- * (11) Serve as a resource to school advisory committees, Wellness Programs and the instructional programs promoting healthy eating habits.
- * (12) Meet with IEP teams and parents in an effort to accommodate the increasing number of children with a wide variety of food allergies.
- * (13) Provide nutrient analysis for all food items served.
- * (14) Assist in presenting training of new employees, food handlers training and manager intern training.

Professional Growth and Improvement

- * (15) Provide inservice training for food services personnel.
- * (16) Provide technical assistance to food services personnel concerning nutrition, accounting, inventory and reporting.
- * (17) Educate students and parents regarding healthy food choices through school training and community outreach.
- * (18) Coordinate course work leading to certification with Pensacola Junior College.
- * (19) Attend District and state meetings to stay abreast of recent changes in state and federal guidelines.

Systemic Functions

- * (20) Develop and coordinate centralized approval of family applications for free and reduced price meals, including internal audits for accuracy and completeness and conducting the verification process.
- * (21) Plan and conduct annual Free and Reduced Price Meal Guidance Workshop.
- * (22) Coordinate training and accountability for after school care snacks.
- * (23) Organize the summer school lunch program.
- * (24) Visit school cafeterias on a regular basis.
- * (25) Produce the elementary newsletter "Platter Chatter" which provides students and parents with health and nutritional tips.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (27) Prepare menu analysis and solicit input from managers and students.
- * (28) Work with school staffs, students and parents in promoting good nutrition, safety and sanitation standards.
- * (29) Provide proactive leadership in promoting the District Food Services Program.
- * (30) Display initiative in recognizing potential problems and propose potential solutions.
- * (31) Set high standards for self and others.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

SUPERVISORY DIETITIAN (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 5

Date of Board Approval: August 21, 2001

Date of Revision: June 21, 2005