

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

REGISTERED DIETICIAN

POSITION: Registered Dietician

REPORTS TO: Director of Food and Nutrition Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

Under the direction of the Director of Food and Nutrition Services, the Registered Dietician uses current health science to develop and plan menus that provide nutritional and appetizing foods to the students and staff of St. Mary's County Public Schools (SMCPS) while adhering to federal, state, and local regulations. Work includes providing nutrition services management and operational guidance, assistance, development and implementation of standards and related services. The Registered Dietician provides on-site support and interacts daily with the students with specific dietary and nutrition needs and their parents in collaboration with the school nurses.

ESSENTIAL FUNCTIONS:

- Develop and execute a strategic plan for menu development utilizing nutrient analysis software. Menus will meet all the meal pattern requirements in support of the National School Lunch Program, School Breakfast Program, After-School Snack Program, Supper Program, special diets and other diet accommodations;
- Maintain and post menus, nutrition and allergy information to an online menu platform;
- Monitor acceptability of developed menus through planned taste testing events, customer satisfaction surveys, and participation data. Routinely visit cafeterias to evaluate program's nutritional effectiveness and acceptability of menus by observation;
- Develop nutrition education materials and awareness activities for experiences in nutrition education and information for students and their families. Present nutrition education lessons in the classroom, health fairs, family fitness nights and other community outreach events;
- Provide regular monitoring of meal preparation by cafeteria staff to ensure that meals fall within nutritional guidelines which include portion control and serving of the food, checking food temperatures, compliance with sanitary code, condition of equipment, and handling of leftovers;
- Conduct and maintain up-to-date nutrition analysis of the program's daily menus. Maintain nutrition profile records of products used in daily menus. Ensure school nurses are provided with nutrition profiles of all products served in the school cafeterias. Coordinate with school nurses to provide for any special dietary requirements of students;
- Participate in all food purchasing activities, including bid specifications and bid awards;

- Ensure all food served in the child nutrition programs makes a significant contribution to the development of healthy eating habits and is consistent with nutritional objectives; and
- Coordinate promotional events in support of child nutrition programs to increase program participation and nutrition education and awareness while simultaneously demonstrating awareness of the ways that the Food and Nutrition program supports instruction.

DUTIES AND RESPONSIBILITIES:

- Develop and publish menus;
- Assess educational needs and provide nutrition counseling for students referred for support;
- Serve as the nutrition and dietary expert for the Department of Food and Nutrition Services;
- Research, create, review, and calculate modified diets to meet the special dietary needs of students;
- Offer dietary and nutrition-based information with a health focus to students, parents, staff and community groups;
- Review health care provider orders and communicates with health care provider offices regarding student diets, food sensitivity, and allergy restrictions;
- Coordinate menu planning committee meetings;
- Create nutrition education materials;
- Work directly with vendors on substitute food items, commodity foods and net off invoicing;
- Provide nutrition education and awareness through educational tabling events, cooking demos, lecture presentations, health fairs, and other school based programming;
- Maintain and publish nutritional information;
- Visit schools and observe operations of kitchens to ensure uniform compliance and understanding of the nutritional program;
- Assist with answering the telephone and providing assistance as needed;
- Assist with processing meal benefit forms;
- Assist with other office details; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in nutrition or dietetics from a school approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) required.
- Three years of experience in food service work in a school, hospital, industrial, or other large-scale multi-site food service operations is preferred.
- Applicants must be a Registered Dietitian (RD) or agree to sit for and pass the RD exam within the first six months of employment (during the Educational Support Professionals negotiated agreement probationary period) and regularly complete the continuing education required to maintain credentialing.
- Must be able to demonstrate practical ability to apply dietary requirements and standards in a school food service environment.
- Excellent interpersonal and communications skills and intermediate skill in using Microsoft Office products is required.

- Use of a personal vehicle may be required. (Mileage reimbursement available in alignment with the negotiated agreement.)

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 30.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP