

Cape Girardeau Public School District No. 63

Job Description

Job Title: Registered Dietitian

Terms of Employment: 10 month contract; 183 regular school days + 20 additional days

FLSA Status: Exempt

Reports to: Food Service Manager and Assistant Superintendent, Support Services

Brief Description of Position:

The Registered Dietitian is responsible for assisting and supporting the Food Service Manager in ensuring the efficient and effective operation of the Cape Girardeau Public Schools Nutrition Services program.

Required Qualifications:

- Bachelor's degree in job related area
- Registered and licensed dietitian in the State of Missouri
- Proficiency in Microsoft Office programs including Word, Excel and PowerPoint.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Knowledge of employment practices, procedures, laws, and regulations
- Ability to work well under pressure.
- Ability to work independently on multiple assigned tasks/projects and complete assignments with specified deadlines.

Preferred Qualifications:

- Previous experience with NutriKids menu planning or similar product.
- Previous experience with teaching model of nutrition education.

Essential Duties and Responsibilities:

- Collaborates with Food Service Manager in administering nutritional programs (e.g. menu development, recipe development, nutritional analysis) in accordance with USDA guidelines.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Meets with student and parent groups to obtain feedback about the cafeteria and presents their suggestions to the Food Service Manager for consideration in menu planning.
- Provides nutritional data per request and consults with physicians, school nurses and parents for special dietary issues.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Assists with planning and implementing a variety of activities (e.g. nutrition education promotions, meetings, and training) for the school district wellness program.
- Develops, implements, and evaluates nutritional education materials, activities and resources for the purpose of providing nutrition education in the district.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Hazards: Occasionally subjected to cold below 32 degrees and heat above 100 degrees. Occasionally subject to atmospheric conditions of odors, mists and poor ventilation. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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 that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: November 1, 2017