



CLASSIFICATION DESCRIPTION

TITLE: Dietitian/Nutritionist

<u>Title of Immediate Supervisor:</u> Director of Head Start	<u>Department:</u> Head Start (ISD 709 E-12 Operations)	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> N/A		<u>Pay Grade Assignment:</u> Non-Bargaining; Linked to Non-Certified Business Administrators' Association

General Summary or Purpose Of Job:
<p>Overseeing program operations and compliance with Head Start Performance Standards and Regulations in the area of food and nutrition; consult with the Health & Nutrition Services Coordinator; train staff on food safety and proper serving procedures in accordance with Head Start Performance Standards; serve as a liaison to nutrition and food resources in the community to include families from a variety of social, economic and cultural backgrounds.</p>

DUTY NO.	ESSENTIAL DUTIES (These duties are a representative sample; position assignments may vary.):	FREQUENCY
1.	Monitor food safety practices; provide nutrition counseling and education to individual parents regarding the nutritional needs of their children;	Daily 25%
2.	Review all child files for dietary and nutritional needs; update and revise nutrition area of the program plan; consult with teachers regarding concerns about children's eating habits;	Daily 20%
3.	Reflect cultural and ethnic preferences, and include a wide variety of foods;	Daily 15%
4.	Develop monthly menus for breakfast, lunch and snack that meet nutritional guidelines and work with school district food service department to coordinate meal service;	Weekly 15%
5.	Work with food service, nurse and families on special diets for identified food allergies;	Daily 10%
6.	Monitor hemoglobin levels, height and weight on all children in order to identify potential problems and provide follow-up;	Daily 5%
7.	Monitor and coordinate oral health activities in the program; provide information and materials for nutrition education activities in the classroom;	Daily 5%
8.	Coordinate and provide nutrition education at parent meetings; be a member of Head Start Health Advisory Committee;	Monthly 5%
9.	Other duties as assigned.	As required



CLASSIFICATION DESCRIPTION

TITLE: Dietitian/Nutritionist

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Minimum Bachelor's degree in food and nutrition, food service management or a related field and possesses a current registration with the Commission on Dietetic Registration of the American Dietetic Association or registered to take the examination.

Certification or Licensing Requirements (prior to job entry):

Have a current valid driver's license and/or access to reliable transportation.

Knowledge Requirements (Requires knowledge of):

- Various cultural backgrounds, communities of color, and families living in economic poverty
- Quality and quantity food preparation.
- Record keeping, accounting procedures and inventory control as related to food service operations.
- Operation of food service equipment.
- Serve Safe principles.
- Arithmetic necessary for calculating recipes and performing food service calculations.
- Basic computer operations.

Skill Requirements (Skilled in):

- Computer-based food service software.
- Customer relations.
- Excellent organizational skills.
- Written and verbal communication.

Physical Requirements (Indicate according to the requirements of the essential duties/responsibilities):

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			



CLASSIFICATION DESCRIPTION

TITLE: Dietitian/Nutritionist

General Environmental Conditions:

Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. There is exposure to outdoor weather conditions when traveling between school sites.

The typical noise level is considered to be moderate

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements (Check box if relevant):	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History: Description established by ISD 709 Human Resources on 11/20/2013. Band and Grade by Bjorklund Compensation Consulting, LLC on 11/23/2013. With the School Board approval on _____.