



**JOB TITLE:** Nutrition Education Dietician  
**DATE REVISED:** May 2, 2024  
**REPORTS TO:** Director, Nutrition & Food Services  
**DEPARTMENT/CAMPUS:** Facility & School Services: Food Services  
**PAY GRADE/DUTY DAYS:** AP3, 226  
**FLSA:** Exempt

#### **JOB PURPOSE SUMMARY:**

This position is responsible for supervising the development and implementation of Nutrition Education programs and related initiatives for students, staff, parents/guardians, and the local community. This position is also responsible for creating and updating special diets for dietary accommodations, as well as assisting with menu planning and implementation of child nutrition guidelines.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### ***Nutrition Education:***

1. Develops and implements nutrition education programs specific to different student grade levels.
2. Facilitates nutrition education in the classroom upon request.
3. Prepares nutrition education material for websites, menu boards, and social media.
4. Plans and coordinates wellness events for District staff and the local community.
5. Assists in the development and implementation of promotional campaigns to increase meal participation and support wellness awareness.
6. Assists Menu Planner in designing and implementing menus for KISD schools and programs based on government regulations and standards for nutrition.
7. Regularly reviews and implements new child nutrition guidelines as directed by the regulatory requirements set forth by the Texas Department of Agriculture (TDA) and the United States Department of Agriculture (USDA).
8. Works closely with families and medical professionals to create special diets and document student food allergies and dietary accommodations.
9. Works closely with the Marketing Manager designing menu boards and online menus.
10. Works closely with Menu Planner maintaining a master recipe file of approved standardized recipes in compliance with USDA and TDA regulations for nutritional value.
11. Assists in the evaluation of all food products using student survey forms, plate waste studies, and District taste tests.
12. Works closely with Menu Planner creating and maintaining production records.
13. Assists in maintaining updated product and nutritional information in the District software program.
14. Assists in reviewing and implementing menu changes throughout the school year.
15. Maintains positive communication skills working with students, staff, in-district personnel, and the public at all times to promote an understanding of food service programs and nutrition.
16. Attends related conferences and workshops to keep informed of all state and national regulations governing food service.
17. Assists the Menu Planner in creating menus and developing recipes that meet all federal and state guidelines as needed.
18. Regularly conducts onsite visits to school cafeterias to measure the overall efficacy of nutrition education programs and initiatives.
19. Participates in food services procurement activities, as assigned.
20. Interfaces with cafeteria management personnel regularly to ensure consistent and continuous understanding and adherence to the food service and nutrition program.

21. Educates students and parents regarding healthy food choices through school training and community outreach.
22. Establishes and maintains strong working relationships with departmental personnel and local community organizations, as well as serves as a subject matter expert in student nutrition education.

**Compliance:**

23. Performs all assigned work activities in accordance with standard procedures and protocols established by the department and District, and in accordance with applicable standards, procedures, protocols, practices, codes, and requirements as set forth by regulations and governing entities including, without limitation, Texas Education Agency, Texas Department of Agriculture (TDA), and the U.S. Department of Agriculture (USDA).
24. Demonstrates and maintains relevant and up-to-date working knowledge and understanding of requirements and standards relevant to the job function.
25. Monitors respective work activity for variances and anomalies.
26. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
27. Assists with audits and the preparation for audits, whether initiated internally or externally, as assigned.
28. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

**General:**

29. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
30. Assists department leadership in the compilation of miscellaneous confidential reports.
31. Attends departmental and organizational meetings, as required.
32. Participates in continuing education programs and related activities to maintain proficient understanding and working knowledge relevant to the job function and trade.
33. Displays integrity, responsibility, accountability, teamwork, and ethics.
34. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
35. Demonstrates general basic working knowledge and understanding of Microsoft Excel, Word, Outlook, and PowerPoint, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as mobile systems and applications relevant to the job function.
36. Performs other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- Bachelor of Science Degree in Nutrition, Dietetics, or Food Services
- Active, In Good Standing, and Duly Obtained Registered Dietitian, or Licensed Dietitian, or Registration eligible with successful completion of the Registered Dietitian exam within specified timeframe
- Two years of experience working in a nutrition education dietitian role, or similar capacity; or
- An equivalent combination of education and work experience

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

**Time Management** - Budgets, schedules, and manages own time to fulfill priorities effectively and efficiently.

**Information Sharing** - provides timely and accurate information to help people do their jobs and feel good about being a member of the team, unit, and/or the organization.

**Flexibility & Adaptability** - Modifies own behavior and work activities in response to new information, changing conditions, and/or unexpected obstacles.

**Continuous Improvement** - Ensures work meets or exceeds standards, as well as identifies and implements ways to make job tasks or processes more efficient.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position requires frequent sitting, walking, and standing for extended periods of time, as well as frequent reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. This position will

## Nutrition Education Dietitian

### Job Description

regularly require the ability to maintain emotional control during stressful situations. This position may require occasional to frequent lifting, carrying and/or moving of objects of up to 25 lbs or more. The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting.

#### EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_