

SCHOOL DISTRICT OF ST. JOHNS COUNTY

ADMINISTRATIVE DIETITIAN, FOOD AND NUTRITION SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution in Nutrition or Dietetics, Registered Dietician.
- (2) Certification in Food Service Supervision or eligibility for certification.
- (3) Minimum of (2) years of experience in food service supervision with multi-unit food service supervision preferred.
- (4) Valid Florida Driver's License
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer literacy. Strong written, verbal, and reasoning skills and ability to communicate with diverse individuals and groups and to write reports and correspondence. Demonstrate ability in planning, organization, task completion, and decision making. Ability to function as a member of a leadership team. Thorough knowledge of nutrition guidelines for children ages 3-18 years of age. Ability to supervise personnel with strong leadership and management skills. Must be able to plan menus for students of all ages including menus for children with special dietary needs. Must have the ability to read and interpret documents such as Federal Regulations, State Board Rules, nutrition manuals, quantity recipes, production records, inventory management records, and procedure manuals. Ability to speak effectively before groups, including parents, students, administrators, or employees of the organization. Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of algebra, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving concrete variables in standardized situations. Ability to work harmoniously and collaboratively with school-based personnel and district personnel on professional, technical, and general areas of Student Nutrition Services.

REPORTS TO:

Director, Food and Nutrition Services
Assistant Director, Food and Nutrition Services

JOB GOAL

To provide food service programs that deliver safe, nutritious, and appealing meals for students that will meet their health and dietary needs for active learning while generating sufficient earnings to remain financially solvent. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

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N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Administer the planning and distribution of the district's school food service district-wide menu program taking into consideration the USDA meal pattern requirements and the nutrient content.
- * (2) Coordinate development of menus of students with special dietary needs and procure food as needed.
- * (3) Manages therapeutic diet plans for students with dietary disabilities and ensures that kitchen staff follow the menu restrictions that physicians have set for students.
- * (4) Prepare annual surveys to determine satisfaction with products and services.
- * (5) Submit recommendations for new/revised policies and programs to supervisor.
- * (6) Coordinate menu planning and posting on web.
- * (7) Coordinate the translation and distribution of the menu into various languages for students as needed.
- * (8) Develop web ready menus and any necessary nutrition educational materials.
- * (9) Develop, produce, distribute, and maintain the district's food service recipe book.
- * (10) Collaborate with FNS department on recipe creation and evaluation.
- * (11) Coordinate product evaluation.
- * (12) Develop, distribute and train the food service staff on the food production records according to USDA guidelines for breakfast, lunch and snack meals.
- * (13) Visit sites regularly monitoring menu compliance, food quality, food taste, customer acceptance, and production record completion.
- * (14) Coordinate the nutrient database program to maintain data and future enhancements.
- * (15) Coordinate the school meals administrative review.
- * (16) Coordinate the nutritional analysis of the menus and maintain the nutritional information on all products served.
- * (17) Assist in writing specifications for food, supplies, and assists in evaluation of bid response.
- * (18) Coordinate training in nutrition guidelines, menu planning, and food products.
- * (19) Assist food service managers with nutrition, menu planning, and food products.
- * (20) Assists food service managers with nutrition education activities in the schools.
- * (21) Coordinate special events at the schools to include National School Lunch and Breakfast Week and National Nutrition Month.
- * (22) Maintain active role in District Wellness Committee and execution of Wellness Policy.
- * (23) Other duties as assigned by Director of Food and Nutrition Services.

Expectations of All Employees

- * (24) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (25) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (26) Ensure adherence to good safety standards.
- * (27) Maintain confidentiality regarding school/workplace matters.
- * (28) Model and maintain high ethical standards.

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- *(29) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(31) Demonstrate initiative in the performance of assigned responsibilities.
- *(32) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- *(33) Interface and act as a liaison with school community groups, parents, and students concerning the menu or nutrition education program.
- *(34) Interface with Director and Assistant Director with the administration and coordination of the district's local wellness policy.
- *(35) Participate in IEP, 504 Plan meetings involving therapeutic diets. Coordinate with student services during registration for students with therapeutic dietary needs.
- *(36) Conduct nutritional assessments and conduct medical nutritional counseling to students with metabolic needs. Conditions may include nut are not limited to Prader Willi Syndrome, renal failure, dysphagia, amino acid metabolite disorders, diabetes, etc.
- *(37) Submits recommendations for new/revised policies and programs to supervisor.
- *(38) Assist in development of administrative guidelines and policies regarding assigned area.
- *(39) Assist in development of school board policies.
- *(40) Works with State of Florida and Department of Health to ensure high sanitation standards are maintained in the school kitchens.
- *(41) Seve on District, state, and community councils or committees as assigned or appropriate.
- *(42) Maintain a network of peer contacts through professional organizations.
- *(43) Assist in maintaining an active and positive public relations program for Food and Nutrition Services.

Professional Growth and Improvement

- *(44) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(45) Keep supervisor informed of potential problems or unusual events.
- *(46) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(47) Prepare all required reports and maintain all appropriate records.
- *(48) Represent the district in a positive and professional manner.
- *(49) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- *(50) Demonstrate initiative in the performance of assigned responsibilities.
- *(51) Set high standards and expectations for self and others.
- *(52) Exhibit interpersonal skills to work as an effective team member.

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- *(53) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

This position may be required to work beyond a 40-hour work week on an as-needed basis.

Classification: Administrative, Managerial, Confidential

EVALUATION:

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

POSITION CODE:76008

PAY GRADE:CMG05

FLSA STATUS:Exempt

BOARD APPROVED: March 2026

REVISED: