



## REGISTERED DIETITIAN

### Job Overview

The job of Child Nutrition Registered Dietitian was established for the purpose/s of assisting and supporting the Food Service Director in ensuring the efficient and effective operation of the Food Service Department of the Williamson County Schools.

This job reports to the Director of Food Services.

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### Essential Functions

- Administers school nutritional programs (e.g. menu development, recipe development, nutritional analysis) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Provides scientifically based nutrition expertise in the Williamson County Schools.
- Establish regular reporting and feedback processes from individual schools, students and community groups on the Williamson County Schools Wellness Policy and Implementation Procedures.
- Conducts periodic evaluations and reports on system-wide and school level compliance with the Williamson County School Wellness Policy and Implementation Procedures.
- 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 present their suggestions to the Food Service Director 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.
- Conducts teacher and School Food Service training, classroom presentation for nutrition education for the purpose of food service program and district objectives are achieved.
- Coordinates a variety of activities (e.g. nutrition, education, promotions, meetings, training, and classroom presentations) for the purpose of completing activities and/or delivering services in a timely manner.
- Develops, implements, and evaluates nutritional education materials, activities and resources for the purpose of providing nutrition education in the district.
- Understands governmental regulations related to food service and nutrition and federal and state child nutrition program regulations (e.g. National School Lunch, School Breakfast, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Understands commercial food service operations for the purpose of providing services within established timeframes and in compliance with related requirements.
- Utilizes computer skills for school nutrition and food service operations (e.g. Microsoft Office – Word, Excel, PowerPoint, Nutrikids, etc. for the purpose of providing services within established timeframes and in compliance with related requirements.
- Responds verbally and in writing to inquiries (e.g. from school administrators, board members, public and/or community members, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



**Working Environment**

This job is performed in a generally clean and healthy environment.

Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

**Qualifications**

**Minimum experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Minimum education:** Bachelor’s degree in job related area.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis. Experience in school nutrition program operations preferred. Experience with computer software for menu planning and nutritional analysis.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.
- Possess excellent interpersonal skills (e.g. oral and written communication, human relations, etc.) for the purpose of providing services and support within established timeframes and in compliance with related requirements.

**Required Testing:**  
None Specified

**Required Certificates and/or Licenses:**  
Licensed as a Registered Dietitian in the State of Tennessee.  
Food  
Handlers/Safe Serve Certificate.

**FLSA Status:**  
Exempt

**Continuing Education/Training:**

Maintain Licensure

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Classified

Pursuant to the Williamson County Board of Education’s policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state or local laws in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.