



POSITION DESCRIPTION

JOB TITLE: Supervising Dietitian 10 Month Job Class: 2700		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Exercises direct authority over food service managers and food service assistants in those schools assigned to ensure compliance with directives of Board of School Directors policy and procedures of School Nutrition Services. Oversees processes for meal counting and claiming for the National School Lunch, Breakfast and Snack programs. Prepares monthly claim report for the district.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Supervises the daily operations of the school breakfast, lunch and snack programs in assigned schools.
2. Coordinates school personnel who offer Head Start program meals to ensure compliance with meal counting and claiming procedures and minimum nutritional standards.
3. Works closely with Information Technology personnel to manage software and data collection processes for monthly claim for meal reimbursement.
4. Informs and trains School Nutrition Service Managers of changes in protocol/processes for meal counting and claiming.
5. Maintains regular edit checks on meal reimbursement claims for accuracy and compliance with standards for National School Lunch and Breakfast programs.
6. Reviews articles in School Nutrition Association and American Dietetic Association journals regarding computer applications and pursues additional information in order to update and assist in long range planning for MPS school nutrition services.
7. Attends food service conventions and seminars to keep informed of new products and industry processes.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors of Science in a Didactic Program in Dietetics (DPD) or Coordinated Program (CP) in dietetics from a college or university accredited or approved by the Commission on Accreditation for Dietetics Education (CADE). Masters degree preferred.

Registration with the American Dietetic Association as a Registered Dietician or eligible for registration at the time of appointment.

State of Wisconsin Certification as a dietitian or eligible at the time of appointment.

Valid state of Wisconsin Drivers License.

Experience Requirements

Experience in administration, quality assurance and procurement desired.

Experience in a school environment preferred.

Knowledge, Skills, and Abilities

Knowledge of food and nutrition and food service management in a school setting. Understanding of quality control assurance standards and processes for ensuring that they are maintained. Knowledge of point of sale software utilized in School Nutrition Industry. Ability to effectively supervise and provide guidance to staff members engaged in food service activities, including assigning and reviewing work, setting priorities, expectations and deadlines. Providing training, addressing employee problems, monitoring employee performance and giving feedback to employees. Ability to interview and rate job candidates. Knowledge of principles and processes of providing excellent customer service, including assessing customer needs, meeting quality standards for services and evaluating customer satisfaction. Ability to communicate effectively through oral communication with employees, other MPS departments and vendors. Proficiency using software to maintain records and produce reports to follow trends and predict usage. Ability to work easily with all staff levels and to establish relationships with a diverse group of individuals. Skill in personal time management, ability to effectively set goals, manage multiple priorities and work within tight time constraints. Ability to recognize problems before they worsen, to use good judgment in problem solving, judge quality of food based on taste and smell, write clear and concise business letters, memos, reports and other documents. Ability to participate as a member of a team environment, deal with stress and maintain a positive demeanor and ability to read, understand and use information published in technical journals.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.