



POSITION DESCRIPTION

JOB TITLE: Supervising Dietician – 12 Month Job Class: 2702		
DATE	DEPARTMENT OR SCHOOL School Nutrition Services	DIVISION Finance & Operations
BARGAINING UNIT: ASC		FLSA STATUS: <input 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.) Coordinates and administers the procurement of food and government commodities. Prepares breakfast and lunch menus for the entire district. 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.</p>		

Major Duties & Responsibilities: 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. Establishes, evaluates and prepares all food specifications, estimates quantities required and establishes delivery dates.
2. Coordinates prime vendor contract for procurement of food and supplies. Coordinates vendor contracts with the Purchasing Division.
3. Schedules distribution and use of government commodities and includes government commodities on the city-wide menu.
4. Informs Food Service Managers of delivery dates and amounts allocated to them.
5. Maintains regular checks on government commodity inventories in schools to encourage adequate use.
6. Supervises the coordination of food orders by the Division inventory control clerk.
7. Receives, investigates and resolves complaints about food quality.
8. Evaluates and tests new food products for acceptability in the food service operation. Coordinates and participates in "taste-test" panels of food submitted by vendors prior to bid award selection through Prime Vendor contracts.
9. Reads and evaluates articles in School Nutrition Association journals, American Dietetic Association journals and journals of Food Technology regarding new food products and pursues additional information in order to determine use in the MPS food service program.

10. Attends food service conventions and seminars to keep informed of new food products and production methods.
11. Confers with product sales personnel to determine and evaluate trends within the industry.
12. Supervises the operation of the school breakfast and lunch programs in assigned schools.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

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

Direction provided by the Administrator School Nutrition Services.

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.

Responsible for the oversight of assigned schools and the personnel employed in food service at those schools. Partial responsibility for clerical employees in Central Services.

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.)

Position requires a Bachelor's degree from an accredited college or university with an emphasis in Nutrition, Dietetics or related field. Master's degree is desired. All applicants must be registered dietitians.

Experience Requirements

Three years of experience in a leadership role related to nutrition services is required. Experience with administration, quality assurance and procurement is required. Experience in a school environment is desired.

Knowledge, Skills, and Abilities

Effective oral and written communications skills are required. Incumbent must be able to plan work schedules, assign duties and arrange for training as necessary. Must be able to order supplies and equipment and have an understanding of ordering and inventory control for a large organization. A knowledge of the organizational structure and operating procedures of school nutrition and MPS is desired. Must be able to work with a diverse community and be able to address concerns and complaints from all parties effectively. Must be able to maintain records and produce reports to follow trends and predict usage. Must be able to maintain quality control and assurance standards. Must be able to participate as a member of a team environment.

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

General office environment with some travel to assigned school sites. *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.

General office environment, must be able to handle light lifting and occasional standing, bending; occasional driving

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.