



## **JOB DESCRIPTION**

***Position: Dietitian Menu Planner***

***Pay Grade: AP3***

***Duty Days: 226***

***Salary: KISD Current Staff Compensation Plan***

***Qualifications:***

1. Bachelor of Science Degree
2. Registered Dietitian
3. Minimum of two to five years experience in Child Nutrition or in a related field

***Duties include but are not limited to the following:***

- Designs and implements menus for KISD schools and programs based on government regulations and standards for nutrition.
- Establishes and maintain a master recipe file of approved standardized recipes in compliance with USDA and TDA regulations for nutritional value.
- Maintains updated product/nutrient information and analysis of all products used in school menus in district software programs to ensure USDA dietary standards are met.
- Works closely with students and medical professionals on special diets and food allergies.
- Provides nutrition information via meetings, brochures and web page.
- Prepares, documents, and trains staff on all TDA required production records and reimbursable meals and snacks.
- Coordinates the evaluation of all food products using student survey forms, plate waste survey and district taste tests.
- Works closely with the buyer to manage USDA donated commodities.
- Works closely with the Coordinator-School Operations & Associate Director to perform meal cost analysis reports and files.
- Determines food product needs and obtains information on new and existing products.
- Reviews and implements menu changes throughout the school year.
- Maintains registered dietitian status through continuing education.
- Attends related conferences and workshops to keep informed of all state and national regulations governing food service.
- Performs all other duties as assigned by the Food Service Director.

***Work Conditions:***

- Maintain emotional control under stress.
- Moderate irregular hours.
- Works with frequent interruptions.

**A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.**

**Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.**

***The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.***