

Coordinator II, Dietitian

Position Details

Job Code: U7401

Reference Code: A607

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate nutrition and wellness activities. This position reports to the Director IV, Food Service Department, Operational Service Unit (OSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans menus for reimbursable meals through United States Department of Agriculture (USDA) Child Nutrition Programs including but not limited to the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), Seamless Summer Option (SSO), Summer Food Service Program (SFSP), and USDA Commodity programs as well as a la carte selections for all schools.
2. Performs nutrient and meal component analyses of all menus to ensure compliance with federal, state, and Clark County School District guidelines.
3. Plans menus to accommodate children with special dietary needs in USDA Child Programs in accordance with federal, state, and District regulations.
4. Provides nutrition and wellness technical assistance to schools, food service employees, District administrators, parent/guardians groups, and community organizations.

5. Assists in the development of information and nutritional resource materials; design nutrition education efforts to enhance learning and health as defined by USDA Child Nutrition Programs and the District's Wellness Policy.
 6. Assists in the development, testing, cost analysis, and revision of recipes and menus.
 7. Assists with the coordination of testing and evaluation of new food items for possible menu consideration.
 8. Visits school cafeterias during meal service to evaluate menu acceptance with students.
 9. Represents the District and Food Service Department in media interviews.
 10. Responds to and resolves complaints, concerns, and inquiries from parents/guardians, internal and external staff, school-based administration (principals), and outside agencies.
 11. Performs other duties related to the position, as assigned.
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Position Expectations

1. Maintain current knowledge of laws, codes, regulations, policies and procedures, and pending legislation related to assigned activities.
2. Knowledge of federal regulations regarding the USDA Child Nutrition Programs including the NSLP, SBP, CACFP, SSO, SFSP, and USDA Commodity programs.
3. Knowledge of menu development, selection, and presentation.
4. Knowledge of principles of nutrition, foods, their nutritive value, and balanced menu preparation.
5. Knowledge of utilization of government donated food commodities and nutrition education reinforcement items.
6. Knowledge of quality and quantity food selection and preparation, including menu and recipe development and analysis.
7. Knowledge of nutritional analysis of meals.
8. Knowledge of personal computers, software applications, and other related technology.
9. Ability to analyze and make changes in the nutritional content of menus, recipes, and nutritional programs.
10. Ability to communicate with the media and stakeholders including elected or appointed bodies.
11. Ability to establish and maintain effective working relationships with various collective bargaining representatives, vendors, food service personnel, school administrators, and other District personnel.

12. Ability to communicate effectively, verbally, and in writing.
 13. Ability to use nutritional analysis software.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. Current registration and licensure by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics as defined in Nevada Revised Statutes (NRS) 640E.080; or,
A corresponding license in another jurisdiction and pending dietitian licensing in the State of Nevada.
2. A valid driver's license or state-issued identification card.

Experience

Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the position.

Preferred Qualifications

Experience as a registered dietitian in a school or child nutrition program.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/03/23
- Created: 09/24/08