

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Adopted: 05/21/2019

## **SCHOOL DIETITIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for menu and recipe planning and development for school districts. Duties include working closely with School Lunch Director and school health personnel to calculate and write special diets for students with food allergies or other dietary restrictions. Duties also include planning menus for the general student population that take into account the food service programs' budgetary considerations and meet USDA and NYSED guidelines and regulations for school lunch and breakfast. An employee in this class provides training and serves as an education resource for school district staff, parents, students, and other members of the school community. Work is reviewed by an administrative supervisor. Supervision may be exercised over subordinate staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops, in cooperation with School Lunch Directors, attractive, standardized and cyclical menus that include recipes, product specifications, and nutrition information that meets USDA and NYSED nutritional regulations while encouraging student participation in the school lunch and breakfast programs;

Assists School Lunch Director in visiting sites and in making common purchases to obtain improved pricing within the cooperative food bid process via the standardization of menus, and obtaining and evaluating food specifications from purveyors;

Works with School Lunch Directors and school health personnel to make special diets for students with food restrictions such as those specified in Doctors' orders or IEP;

Is available on an on-call basis to school nurses to address immediate food/health concerns;

Calculates and writes special diets as needed;

Develops food allergy, nutrition, wellness and other policies by working with members of the school communities and appropriate school district committees;

Participates in state, regional and local programs to keep abreast of new developments and regulations in the field of nutrition, dietetics and school food service programs;

Utilizes effective marketing strategies in the planning and promotion of programs and activities through the use of media and other entities;

Prepares and maintains a variety of records and reports related to dietary activities;

Identifies areas of need and provides appropriate training and in-service staff development opportunities;

May assist School Lunch Directors in supervising staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of dietetics and diet therapy; thorough knowledge of special dietary requirements for students with diabetes, food allergies, cardiac and other medical conditions where diet is a concern to the patient's health; thorough knowledge of processes involved in menu planning for special and general student populations, organizing and directing these processes effectively, efficiently, and economically; thorough knowledge of USDA and NYSED nutrition and other guidelines and regulations as they pertain to school districts; good

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd):** knowledge of food preparation and food service management methods within a school district environment; good knowledge and understanding of the business functions utilized in school food service programs; working knowledge of computer software as applied to the existing or proposed nutrition service operations; ability to work cooperatively and effectively as a member of the school food services team; ability to assess nutritional needs and counsel populations relative to these needs; ability to plan for and deliver training to appropriate school and community populations; ability to prepare and maintain factual and analytical records; ability to develop and implement oral and written directions.

**MINIMUM QUALIFICATIONS:** Possession of a current valid license to practice as a Certified Dietitian or Certified Nutritionist in New York State pursuant to Article 157 of New York State Education Law.