

# North Kansas City Schools

## FS - Assistant Director/ Registered Dietitian (695)

### JOB POSTING

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#### Job Details

*Title* **FS - Assistant Director/ Registered Dietitian**  
*Posting ID* **695**  
*Description* **FS – ASSISTANT DIRECTOR/ REGISTERED DIETITIAN, FOOD AND NUTRITION SERVICES**

#### **QUALIFICATIONS:**

1. A Bachelor's degree in Nutrition, Food Management, Dietetics, or related field.
2. Registered/Licensed Dietitian.
3. Supervisory experience in food service management preferred.
4. SNA certification and/or SNS credentials preferred.
5. Valid driver's license and use of an automobile.
6. Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position.
7. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

#### **REPORTS TO:**

Director of Food and Nutrition Services

#### **JOB GOAL:**

Duties include but not limited to menu development, nutritional analysis, nutrition education, marketing, special diets, employee development and training, and supervision of school cafeterias. To assist the Director in the overall operation of the food service department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Develop, implement, and maintain menu planning and nutrition analysis software.
  - Maintain current nutrition information on all food items.
  - Develop and maintain a master food item.
  - Develop and maintain a master recipe file.
  - Develop menus for all grade levels according to USDA regulations and utilizing available commodities.
  - Complete nutrition analyses on all menus.
1. Develop, test, and evaluate new recipes.
2. Oversee, assist, and cover absences of purchasing position (all food in and out of warehouse).
3. Develop and maintain allergy information on all food items and recipes. Develop allergy handouts for elementary, middle school, and high school parents. Keep allergy handouts updated.
4. Keep the nurses informed of the nutrition information of all menu items including allergy information.
5. Handle parent and/or nurse requests for nutrition special diet, and/or allergy information. Meet with parents, students, and/or nurses as needed.
6. Develop and maintain a POS nutrition education program to help students make wise choices when eating in their school cafeterias.
7. Assist foodservice managers in incorporating nutrition education themes into their cafeterias.
8. Assist district educational staff in incorporating nutrition education into the classroom. Provide in-class nutrition education as needed.
9. Provide group nutrition education for the District including school community groups such as PTA and employee groups.

10. Interpret current scientific information on food, nutrition, diet, and health to District professionals, parents, agencies, and the public.
11. Communicate to parents and the community, in written or verbal communication, a positive nutrition message on behalf of the district.
12. Write articles on nutrition for department or district newsletters. Write articles for local newspapers, as needed.
13. Serve on the district Wellness Committee.
14. Oversee and plan the programs for Student Lunch Committees.
15. Oversee the planning of special menus/events for NSBW and NSLW.
16. Conduct certification and manager's training sessions, as needed.
17. Collaborate with outside groups (i.e. Missouri Extension, KC Healthy Kids, Dairy Council) to conduct nutrition programs in the school cafeterias.
18. Improve access to fresh fruits and vegetables through local farm to school promotions.
19. Obtain funding through grants for resources to improve the nutritional intake and nutrition education of students.
20. Develop agenda for, gather handouts for, and attend all managers' meetings.
21. Supervise assigned sites:
  - Observe kitchen operations and identify strengths and areas needed for improvement and give feedback and assistance to the manager and staff.
  - Assist managers in the use of standardized recipes and batch cooking; correct portioning; serving food at proper temperature; training/scheduling employees; developing job schedules; using production sheets and historical records as a guide for ordering and preparing food, and scheduling personnel; evaluating kitchen staffing based on MPLH and staffing in the absence of one or more food service employees; taking inventory and inventory management; marketing and merchandising; increasing breakfast and lunch participation; increasing a la carte food sales; food safety and sanitation procedures; and customer service expectations with students, parents, teachers and staff.
  - Evaluate your assigned kitchens bi-annually (food safety, cleanliness, food quality/ quantity, marketing and merchandising, record keeping, and fiscal performance) using the FNS elementary and secondary school checklists.
  - Conduct administrative and on-site reviews to ascertain compliance with federal, state, and local laws and regulations concerning free and reduced-price meals, nutritional standards, and sanitation and safety.
  - Conduct manager or employee informal or formal disciplinary action, as needed.
  - Manage Kronos payroll system for assigned group.
  - Conduct annual evaluations of managers and ensure managers properly complete their employee evaluations.
  - Manage kitchens in absence of the Manager.
  - Train new managers. Help train new employees, as needed.
  - Assist in purchasing of small and large equipment, as needed.
  - Manage Smart Temps temperature monitoring system for assigned group.
1. Establish and maintain effective working relationships with building principals, staff and administration.
2. Participate in professional development activities that enhance personal and professional growth.
3. Complies with all district rules, regulations, and policies.
4. Regular and consistent attendance is an essential function of this position.
5. Other duties as required or assigned.

**PHYSICAL DEMANDS:**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel and physical activity.

**CONDITIONS AND ENVIRONMENT:**

The work environment is a mixture of typical office and commercial kitchen environments.

**TERMS OF EMPLOYMENT:**

Salary and work calendar to be established by the Board Of Education. Benefits according to Board policies.

**FLSA:** Exempt

**RETIREMENT:** Public Education Employee Retirement Systems  
(PEERS)

**CERTIFICATES AND LICENSES:** Class E Drivers License; Registered and  
Licensed Dietitian

**CLEARANCES:** Criminal Justice Fingerprint/Background  
Clearance

**EVALUATION:** Performance of this job will be evaluated in  
accordance with provisions of the Board's policy on evaluations utilizing the Performance Based  
Administrative Evaluation process.

*Shift Type* **N/A**  
*Salary Range* **Per Year**  
*Location* **Central Office**

**Applications Accepted**

*Start Date* **01/29/2018**

**Apply at:** <https://northkcmo.tedk12.com/hire/ViewJob.aspx?JobID=694#>

**Questions may be directed to:**  
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