



**Job Title:** Dietitian, Child Nutrition Coordinator

**Wage/Hour Status:** Exempt

**Reports to:** Director of School Nutrition Services

**Pay Grade:** 204

**Dept./School:** School Nutrition Department

**Date Revised:** 5/1/2026 **Duty Days:** 226

## **Qualifications**

### **Education:**

Bachelor's degree in Dietetics, Nutrition, or related field  
Registered Dietitian (RD) required  
Food Safety Manager Certification  
Food service or school nutrition experience preferred

### **Special Knowledge/Skills:**

Knowledge of USDA school nutrition programs and dietary guidelines  
Ability to interpret and apply federal, state, and local regulations  
Strong organizational, communication, and interpersonal skills  
Proficiency in nutrient analysis software, Excel, and web-based systems  
Ability to analyze data, manage multiple priorities, and meet deadlines

## **Major Responsibilities and Duties**

1. Develop and maintain cost-effective, appealing cycle menus that meet USDA, state, and local requirements.
2. Ensure compliance by reviewing menus, recipes, food labels, and production records.
3. Compile and maintain accurate electronic food production records using approved software.
4. Plan, forecast, and manage USDA commodities (direct delivery and processed) through strategic menu planning and procurement to ensure optimal, full, and effective use of allocations, including monitoring usage, initiating adjustments, and coordinating trades as needed.
5. Collaborate with purchasing, warehouse, vendors, and campus staff to coordinate menu implementation, deliveries, substitutions, and shortages.
6. Communicate product shortages, substitutions, and resolutions to cafeteria managers and appropriate staff.
7. Evaluate student preferences, participation data, and industry trends to improve menus and increase program participation.
8. Coordinate with medical professionals and families to implement special diets and accommodations.
9. Develop and maintain procedures to ensure safe handling of food allergies and dietary restrictions.
10. Conduct site visits and on-site monitoring to ensure food quality, safety, sanitation, and program compliance.

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11. Document findings and provide guidance for corrective actions and continuous improvement.
12. Assist campuses with inventory management and review of production records to reduce waste and control costs.
13. Assist with training of cafeteria managers and staff, including POS systems, procedures, and best practices.
14. Support onboarding, mentoring, and development of managers and interns.
15. Assist in evaluating staff performance and recommending professional development opportunities.
16. Plan and coordinate nutrition education activities, special events, and cafeteria promotions; develop and publish menus in print and electronic formats to include the use of electronic menu boards.
17. Maintain and update department website and social media content.
18. Maintain required certifications and complete continuing education.
19. Participate in meetings including SHAC, professional organizations, and departmental initiatives.
20. Maintain regular and reliable attendance.
21. Perform other duties as assigned.

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## **EQUIPMENT USED**

Commercial kitchen equipment including slicers, mixers, ovens, steamers, and food processors; standard office equipment including computers, POS systems, scanners, and copiers.

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## **WORKING CONDITIONS**

### **Physical Demands:**

Standing, walking, pushing, and pulling; moderate lifting and carrying (15–44 pounds); occasional bending, stooping, and kneeling.

### **Environment:**

Work in office, school kitchen and cafeterias settings. Exposure to temperature extremes, moisture, wet floors, and equipment noise. Frequent interruptions; must maintain emotional control in a fast-paced environment.

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Bryan ISD is an equal employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any legally protected reason.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all duties, skills, or working conditions associated with it.

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed by** \_\_\_\_\_ **Date** \_\_\_\_\_