JOB TITLE:	TECHNICIAN DIETETIC
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	II/ GRADE 4
WORK YEAR:	220
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8647
BARGAINING UNIT:	CLAS

NEW: 07/01/2019

Submitted: 05/14/2019

SCOPE OF RESPONSIBILITIES

Provides direct support to the Coordinator of Menu Planning and Special Dietary Needs (CMPSDN) in assigned areas of food service management. Processes special dietary needs requests and coordinates communication with school staff and parents to ensure student safety. Participates in a variety of data entry and other computer functions including allergen tracking, menus, and recipes. Teaches principles of food and nutrition under the supervision of the CMPSDN

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works under the direction of Coordinator of Menu Planning and Special Dietary Needs (CMPSDN) to adhere to the USDA requirements for Accommodating Special Dietary Needs and ensuring student safety
- Communicates with physicians' offices, school staff, and parents maintaining confidentiality under HIPAA and FERPA guidelines
- Processes Student Health Plan forms and communicates and/or clarifies special dietary needs information as needed
- Assists in entry of recipes, menus, allergens and special dietary needs information in software programs
- Implements therapeutic diet orders/plans by training Managers in food production and service for students with special dietary needs under the supervision of the CMPSDN
- Assists in product specification development and uses available resources to procure items needed for special diets
- Maintains data and assists in analysis of metrics related to menus, allergies, costs, and other key performance indicators
- Assists and conducts in-service trainings
- Assists in analysis of school menus; visits schools to assist with menu compliance
- Assists in cost controls as it relates to food and supplies
- Participates in culinary topics such as recipe development and testing of new products to improve school meals
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- Two (2) years Associates degree in Nutrition and Dietetics or equal program
- Registered Dietetic Technician credentialed by the Commission on Dietetic Registration (CDR)

Work experience to demonstrate organizational, communication, management, and interpersonal skills required to achieve the goals of the position
Demonstrated knowledge and understanding of sanitation, food safety, and food preparation
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Louisville Metro Department of Public Health and Wellness food safety certification.
Bachelor's Degree in Nutrition
Nutrition analysis software experience
SNA Level 3 Certificate or SNS Credential
Experience in a diverse workplace