

SUPERVISING DIETITIAN (MPS)

THE PURPOSE: Exercises direct authority over food service managers and food service assistants in those schools assigned to ensure compliance with directives of Board of School Directors policy and procedures of School Nutrition Services. Oversees processes for meal counting and claiming for the National School Lunch, Breakfast and Snack Programs. Prepares monthly DPI claim report for district.

ESSENTIAL FUNCTIONS:

- Supervises the daily operations of the school breakfast/lunch/snack programs in assigned schools.
- Coordinates school personnel who offer Head Start program meals to ensure compliance with meal counting and claiming procedures and minimum nutritional standards.
- Works closely with Information Technology personnel to manage software and data collection processes for monthly claim for meal reimbursement.
- Informs and Trains School Nutrition Service Managers of changes in protocol/processes for meal counting and claiming.
- Maintains regular edit checks on meal reimbursement claims for accuracy and compliance with standards for National School Lunch and Breakfast Programs.
- Reviews articles in School Nutrition Association and American Dietetic Association journals regarding computer applications and pursues additional information in order to update and assist in long-range planning for MPS school nutrition services.
- Attends food service conventions and seminars to keep informed of new products and industry processes.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- Bachelor of Science Degree in a Didactic Program in Dietetics (DPD) or Coordinated Program (CP) in dietetics from a college or university accredited or approved by the Commission on Accreditation for Dietetics Education (CADE).
- Registration with the American Dietetic Association as a Registered Dietitian, or eligibility for registration at time of appointment.
- State of Wisconsin Certification as a dietitian or eligibility at the time of employment
- Three years of experience in a supervisory role in nutrition services.
- A valid State of Wisconsin Driver's License at time of appointment and throughout employment.
- Residency in the City of Milwaukee within twelve months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Master's Degree in food and nutrition, food service system management, community/public health nutrition, or a related field.
- Experience in administration, quality assurance, and procurement.
- Experience in a school environment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of food and nutrition and food service management in a school setting.
- Understanding of quality control assurance standards and processes for ensuring that they are maintained.
- Knowledge of point of sale software utilized in School Nutrition Industry.
- Ability to effectively supervise and provide guidance to staff members engaged in food service activities, including assigning and reviewing work; setting priorities, expectations, and deadlines; providing training; addressing employee problems; monitoring employee performance; and giving feedback to employees. Ability to interview and rate job candidates.
- Knowledge of principles and processes of providing excellent customer service, including assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction.
- Ability to communicate effectively through oral communication with employees, other MPS departments, and vendors.
- Proficiency using software to maintain records and produce reports to follow trends and predict usage.
- Ability to work easily with all staff levels and to establish relationships with a diverse group of individuals.
- Skill in personal time management: ability to effectively set goals, manage multiple priorities, and work within tight time constraints.
- Ability to recognize problems before they worsen and to use good judgment in problem-solving.
- Ability to taste and smell food to judge its quality.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to participate as a member of a team environment.
- Ability to deal with stress and maintain a positive demeanor.
- Ability to read, understand, and use information published in technical journals.

THE CURRENT SALARY RANGE IS: This position is a 12-month position. The salary range is \$59,105 – \$85,755.