



HUNGER TASK FORCE, INC.

POSITION DESCRIPTION

Position Title: Community Dietitian

Department: Food

Reports To: Food Bank Director

FLSA Status: Exempt

General Function:

The Community Dietitian provides expert direction on healthy eating, nutrition, and relevant strategies for implementing MyPlate within the emergency and supplemental food systems that Hunger Task Force supports. The Community Dietitian creates relevant educational programs throughout the agency and local emergency food network and other programs of Hunger Task Force (Commodities Supplemental Food Program (Stockbox), Hunger Relief Federation or others).

Principle Duties and Responsibilities:

1. Maintain and update the Hunger Task Force MyPlate educational program curriculum to address health equity and improve health of SNAP-eligible populations through the emergency pantry network
2. Inform the Development Team of MyPlate collateral materials ensuring consistency with planned program and organizational expectations.
3. Implement a scaled MyPlate education program with staff, network site managers and volunteers.
4. Support program re-education and conversion to MyPlate model in collaboration with Site Developers.
5. Create and provide content for Nutrition Education quarterly newsletter in cooperation with other SNAP Ed staff.
6. Inform agency food buying decisions in collaboration with the Operations Director.
7. Provide community education on MyPlate and nutrition education related to healthy eating and food banking as directed.
8. Serve as a technical expert on nutrition content for the Hunger Task Force network and Hunger Relief Federation.
9. Facilitate ServSafe training for relevant staff and network partners.
10. Develop recipes to accompany Hunger Task Force inventory, including TEFAP and CSFP commodities, as well as farm produce.

11. Develop, maintain, and provide “Train the Trainer” curriculum for network pantries to provide nutrition education and samples during service hours, utilizing the Nutrition Education Kitchens at Hunger Task Force facilities.
12. Codify existing Nutrition Education Program for wide distribution within the SNAP Education field.
13. Participation in multi-level collaborations with community health partners and other SNAP-Ed agencies
14. Maintain an inventory of educational kitchen supplies, create purchase orders to order, and maintain a proper level of supplies for the Educational Kitchen.
15. Other duties as assigned.

Qualifications: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. S.) in Nutrition or Dietetics preferred. Registered Dietitian (RD) by the Academy of Nutrition and Dietetics or registered eligible.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software, Word Processing software and some graphic design ability.

Certificates, Licenses, Registrations

Registered Dietitian (registered by the Academy of Nutrition and Dietetics) or eligible for registration and able to pass the AND registration examination within six months of hiring. Obtain 75 hours of continuing education within five-year recertification cycle.

Valid Wisconsin Driver's License

Other Skills and Abilities

- Excellent verbal and written communication skills
- Ability to work with diverse groups of people effectively
- Ability to work collaboratively with other individuals and agencies
- Excellent record keeping skills and attention to detail
- Ability to work independently and prioritize work tasks
- A passion for providing nutrition education
- Experience with nutrition and education or outreach

Other Qualifications

Ability to be certified in First Aid and Safe Food Handling. Must be able to pass a criminal background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This job requires moderate traveling in the local Milwaukee community.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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Salary Range: \$44,362 - \$63,838 Annually