



Job Title: Director of Nutrition Services

FLSA: Full Time, Exempt, On Site

Full-time: On Site 40 hours/week

Salary Range: \$80,000-\$90,000

Supervisor: Chief Program Officer

Secondary Supervisor: Senior Director of Operations

Submit your application through the website below:

<https://mamaskitchen.org/jobs/>

Position Description:

The Director of Nutrition Services is responsible for ensuring the nutritional integrity, regulatory compliance, and operational execution of all activities of the Nutrition Services area at Mama's Kitchen. As a Food is Medicine Coalition (FIMC) Accredited organization, Mama's Kitchen serves as a leader in the field of medically tailored meal (MTM) production and Medical Nutrition Therapy (MNT) services. This role bridges clinical nutrition standards with medically tailored food service operations to ensure meals meet prescribed dietary guidelines, quality standards, and client needs. The role also partners with the culinary team on cooking demonstrations, and community outreach while ensuring all nutrition information shared with clients is current, organizationally compliant, and accurate.

The Director of Nutrition Services is a key role responsible for managing and overseeing the Registered Dietitians and dietetic interns, ensuring they are properly trained and evaluated on their performance. This position involves planning, organizing, reporting, and directing the operations and activities of Nutrition Services.

The Director of Nutrition Services is an essential member of the Programs team, helping to ensure that clients receive the highest quality service possible through proper nutrition management.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

Primary Responsibilities:

1. Supervises the Registered Dietitian Nutritionist (RDNs) and ensures they meet the established and developed performance benchmarks.
2. Serve as subject matter expert (SME) regarding Nutrition Standards both internally and when interfacing with external stakeholders and funders. Serves as lead on services for population and nutrition-specific programs.
3. Designs and creates interventions and workflows that are thoughtful of clients' needs, especially as related to implementation and improvement of organization-specific CRM.

4. Investigates, responds to and resolves all nutrition-related complaints or incidents.
5. Supervises the Dietetic Internship program.
6. Hosts presentations related to the services and impact of the organization and nutrition in general to position the organization as a leader in the field.
7. Accurately reports on all types of RDN interventions and ensures contract requirements are met.
8. Responsible for chart audits to ensure all clients are receiving appropriate RDN intervention and contract requirements are met.
9. Respond to nutrition-related client inquiries and provide appropriate guidance within scope of practice. Review and update client-facing resources regularly to reflect current dietary guidelines and program changes.
10. Analyzes peer-reviewed nutrition articles/research with the RDN team.
11. Ensure all nutrition-related materials, printed content, website information, and communications provided to clients are accurate, current, and evidence-based.
12. Travel within San Diego County required.

Meal Production Responsibilities

1. Oversee nutritional compliance of all medically tailored meals and grocery to ensure meal program aligns with client diet needs, FIMC standards, and organizational standards.
2. Collaborating with the Kitchen Operations team to calculate recipe nutritional information and develop menus for various diagnoses following the most up-to-date nutrition guidelines.
3. Conducts monthly meal audits of meals, reviews and present findings to the Dietary and Quality Committees.
4. Review menus, recipes, and ingredient specifications for nutritional adequacy, dietary appropriateness, and consistency.
5. Ensure meal plans support specialized diets such as Renal, DASH, and other medically indicated needs.
6. Collaborate with culinary, production, and operations teams to translate nutrition standards into production processes.
7. Work with production and culinary staff to monitor portion control, ingredient substitutions, allergen management, and food labeling accuracy.
8. Conducts regular audits of kitchen production to verify adherence to approved recipes, portion sizes, and meal standards.
9. Support menu development that balances clinical nutrition goals, client satisfaction, contract compliance, cost controls, and production feasibility.
10. Assist in developing SOPs related to medically tailored meal nutrition compliance directed at volunteers and operations staff.

Leadership Responsibilities

1. Oversight and supervision of RDN staff, maintaining accurate time tracking, disciplinary, and performance records. Adequately sets and maintains standards for staff.
2. Partners with leadership to improve efficiency while maintaining nutrition and quality standards.
3. Employs good communication skills and diplomacy in interfacing with clients, staff, board members, volunteers, and donors
4. Adheres to agency policies and procedures
5. Other duties as assigned by the Chief Programs Officer or Senior Director of Operations

Required & Preferred Skills:

1. Active Registered Dietitian Nutritionist (RD/RDN) as per the Commission on Dietetic Registration Registered Dietitian credential required.
2. Bachelor's degree in Nutrition, Dietetics, Foodservice Management, or related field (Master's preferred).
3. Minimum 3 years of experience in foodservice operations, healthcare/clinical nutrition, nonprofit/community nutrition programs, or institutional feeding environments.
4. 2 years of experience supervising teams preferred
5. Experience with large-scale meal production strongly preferred.
6. Knowledge of medically tailored meals, therapeutic diets, HACCP, food safety, and regulatory compliance.
7. Strong presentation and communication skills, detail oriented
8. Ability to work collaboratively in a fast-paced, multi-tasking, multi-person environment.
9. Strong technology skills, including advanced skills in Microsoft Excel, Word, PowerPoint, Outlook, SharePoint
10. Strong interpersonal and professional communication skills
11. Valid California driver's license with acceptable driving record for the past three years
12. Be Able to lift and carry up to 25 pounds, with or without reasonable accommodation

Background Check: All employees are required to go through a background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy toward our clients, donors, volunteers, and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors, and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.