

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**PROMOTIONAL EXAM #1307**

**OPEN COMPETITIVE EXAMINATION FOR: REGISTERED DIETITIAN**

**SALARY: \$75,000.00 ~ \$85,000.00 PER YEAR - Exempt**

***This examination is open to permanent classified employees of the City of Waterbury***

Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

Applications: May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**IMPORTANT:**

1. Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

**Examples of Work:** (Illustrative and not all inclusive)

Plans, develops, and analyzes menus and recipes to meet USDA and CSDE meal pattern requirements using nutrient analysis software and standardized recipes; Assists the Food Service Director in increasing program participation and improving menu appeal through student feedback and data review; Supervises and guides Site Coordinators in proper implementation of menus and recipes to ensure all nutritional requirements are met and quality is consistent; Oversees ordering, receiving, and distribution of USDA Foods and commercial products; ensures compliance with procurement and Buy American requirements; Coordinates all aspects of the procurement process, including commodity forecasting, competitive bidding, and vendor relations; Ensures food quality, safety, and portion accuracy through adherence to standardized procedures and HACCP guidelines; Incorporates local and seasonal products and promotes farm-to-school initiatives and nutrition education throughout the district Provides staff training and supports special events, wellness promotions, and grant-related nutrition initiatives; Participates in the Health and Wellness Advisory Council and contributes to state-mandated Triennial Assessments and wellness reporting; Maintains accurate records for menu analysis, procurement, inventory, and administrative reviews and collaborates with school administrators, nurses, and foodservice managers to ensure consistent communication, safety, and support for student health needs.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of USDA Child Nutrition Programs (NSLP, SBP, ASP, FFVP, Smart Snacks) and CSDE nutrition, procurement, and reporting standards; ; Understanding of federal procurement procedures, including Buy American and USDA foods entitlement management; Proficiency in menu planning, nutrient analysis, and recipe development for age-appropriate meal patterns; Familiarity with food safety and sanitation and modified-consistency diets under the IDDSI framework; Knowledge of local food systems, sustainable procurement, and farm-to-school principles; Skill in data collection, analysis, and interpretation for menu evaluation, procurement tracking, and wellness policy assessment.

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**REQUIRED EXPERIENCE AND TRAINING:**

Registered Dietitian (RD/RDN) credentialed by the Commission on Dietetic Registration (CDR), Active Dietitian/Nutritionist license from the State of Connecticut Department of Public Health and Bachelor's degree in Nutrition, Dietetics, Food Service Management, or a related field.

**ADDITIONAL REQUIREMENT:**

ServSafe Manager Certification or equivalent food safety credential **within 6 months.**

**COPIES OF APPLICABLE DOCUMENTS**

**MUST BE SUBMITTED AT TIME OF APPLICATION:**

**DIPLOMA/GED, SERVSAFE CERTIFICATION, VALID DRIVERS LICENSE**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**

**E.O.E. M/F/D/V**

EEOP Utilization Report available at [www.waterburyct.org](http://www.waterburyct.org)

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**PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands</b>					Depth Perception			X				
Standing			X		Color Distinction	X						
Walking			X		Peripheral Vision			X				
Sitting			X		Driving	X						
Lifting			X		<b>Physical Strength:</b>							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing		X			Light Work (-20 lbs.)			X				
Pulling	X				Medium Work (20-50 lbs.)		X					
Climbing			X		Heavy Work (50-100 lbs.)	X						
Balancing			X		Very Heavy Work (100+ lbs.)	X						
Stooping			X		<b>Environmental Conditions</b>							
Kneeling	X				Cold (50 degrees F or less)	X						
Crouching			X		Heat (90 degrees F or more)	X						
Crawling	X				Temperature Changes	X						
Reaching			X		Wetness	X						
Handling			X		Humidity	X						
Grasping			X		Extreme Noise or Vibration	X						
Twisting	X				Exposure to Chemicals	X						
Feeling	X				Exposure to Gases and Fumes	X						
Talking				X	Exposure to Unpleasant Odors	X						
Hearing				X	Exposure to bodily fluids	X						
Repetitive Motion			X		Exposure to dampness	X						
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X						
Visual Acuity/Near			X		Mechanical Hazards	X						
Visual Acuity/Far			X		Physical danger or abuse	X						

**Frequency: Place an "X" in each box that is appropriate to your job.**

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: December 9, 2025

Registered Dietitian