

JOB CATEGORY: Exempt ☐

Non-exempt ☒

Updated: July2026

## **JOB DESCRIPTION**

**LifePath Inc.**

**TITLE: Registered Dietitian**

### **GENERAL DESCRIPTION:**

The Registered Dietitian serves as the primary Nutrition Dept. staff member responsible for nutrition-related needs by planning menus, providing nutrition education in the community, conducting nutrition consultations and performing kitchen inspections.

This is a part-time (20+ hr/wk) role based out of our Greenfield office, serving the Franklin County area. We offer **excellent benefits** including generous PTO, dental/vision insurance, Flex spending, EAP, 401k, and more! 6% pay differential for applicable bilingual skills.

### **DUTIES & RESPONSIBILITIES:**

To meet the needs of the agency, responsibilities include but are not limited to:

1. **Safety:**
  - a. Conduct food safety and sanitation inspections twice yearly at each LifePath Dining Center, Luncheon Club, and at the Home Delivered Meal (HDM) kitchen.
  - b. Monitor certification of Choke Saver and ServSafe for each site.
  - c. Conduct once yearly food safety and sanitation inspection of the caterer's Boston-based kitchen to ensure compliance with state regulations. Follow-up inspections as necessary.
2. **Menus:**
  - a. Review and edit monthly menus created by caterer for HDM and Congregate meals based on Standards and Policies for the Massachusetts Elderly Nutrition Program.
  - b. Enter menu information into the statewide Computrition software program.
  - c. Analyze nutritional value of all HDM and Congregate meals using Computrition.
  - d. Send information to sites and individuals as requested.
  - e. Evaluate the nutritional content of therapeutic and other special meals provided by caterers.
  - f. Send monthly menus to meal sites and media.
3. **Education:**
  - a. Prepare and submit annual nutrition education plan to AGE state nutritionist.
  - b. Conduct two nutrition education programs per year at each of the dining centers and luncheon clubs. All presentations must include a lesson plan and evaluation component.
  - c. Write or revise and edit a monthly nutrition education column to go on the back of the printed menu for those consumers receiving HDM's. Write or revise and edit newspaper articles for "The Good Life."

4. Counseling:

- a. Review and approve therapeutic meal requests for consumers.
- b. Counsel prospective consumers with life-threatening allergies.
- c. Conduct nutritional counseling for individuals in their home or over the phone as requested by the consumer themselves, a care manager, or an assessment worker. Enter results into Wellsky A&D database.

5. Administrative:

- a. Attend meetings and conferences designated by the Nutrition Program Director, including the Executive Office of Aging and Independence (AGE) quarterly nutritionist group meetings.
- b. Prepare monthly activity reports and other reports as requested.
- c. Perform other related duties as assigned by the Nutrition Program Director, other supervisory staff or a member of the management team.

**QUALIFICATIONS:**

- Active state license as a registered dietician in good standing.
- Familiarity with food service operations and principles of food safety/sanitation required.
- ServSafe certification is required.
- Experience in nutrition education and counseling.
- Knowledge and experience in meeting the nutritional health needs of seniors preferred
- Reliable transportation is required.

**Interested in joining the compassionate LifePath team as a Registered Dietitian?  
Please submit a cover letter and your resume.**

*LifePath is deeply committed to the principles of equity, diversity, and inclusiveness. Bilingual, minorities, women and candidates with disabilities are encouraged to apply. EOE/AA*

**SUPERVISION:**

The Registered Dietitian reports to the Nutrition Program Director.

**ESSENTIAL FUNCTIONS**

**Physical:**

- Visual, speaking, auditory and mobile capacity necessary:
- Capacity to see computer screen, read written material, and drive a car.
- Capacity to hear and speak on the telephone.
- Capacity to communicate verbally with consumers, caregivers, supervisors and managers.
- Capacity for fine manipulation in the frequent use of office equipment such as computers, copy machines, fax machines, telephones, calculators, etc.
- Capacity to drive in all weather to visit consumers in their homes

- Capacity to navigate uneven terrain in all weather to visit consumers in their homes
- Capacity to climb stairs
- Ability to sit and/or stand for extended periods of time.
- Occasional reaching and grabbing objects with both hands, twisting of hand and wrist, and pushing and pulling of objects.
- Occasional bending, squatting, and twisting to perform work functions.
- Occasional capacity to lift up to 25 pounds.

**Mental:**

- Ability to understand and/or interpret complicated program instructions and laws.
- Capacity to maintain confidentiality of all documentation and client communications according to HIPPA standards.
- Capacity to learn complicated computer software
- Capacity to deal rationally and calmly with varying personalities
- Capacity to work well in fast paced, rapidly changing environment.
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**Environmental:**

- Work is split between indoor office work and traveling outdoors to meetings, trainings and consumers' homes.
- Must be able to tolerate odors and pollutants including but not limited to smoke, air fresheners, pet dander, personal odors, etc. from a variety of in-home conditions.
- Must be able to tolerate by-products of office machine operation.
- Must be able to tolerate heat and cold of seasonal changes and indoor temperatures.