

Sample Roles and Responsibilities Check List

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Corporate Retail Dietitian

Work Setting: Corporate Office

**Reports to: Merchandising; Marketing/Advertising/Public Relations;
Pharmacy/Health & Wellness**

[Title examples: Vice President, Assistant Vice President, Director, Manager]

- Will you direct a department and hire staffing?
- Will you set and manage an annual budget?
- Will you lead and oversee a team of retail dietitians?
- Will you drive strategic planning?
- Will you direct program innovation and ensure execution?
- Will you be a corporate nutrition spokesperson in media?
- Will you be part of the executive team?
- Will you manage reporting and evaluate ROI?
- Will you develop vendor partnerships and contract sponsorships?
- Will you develop inter-departmental partnerships?

Regional Retail Dietitian

Work Setting: May have a 'home store' with frequent regional travel

Reports to: Corporate Retail Dietitian; Division/Regional VP

[Title examples: Regional/Division/District Retail Dietitian Manager/Supervisor]

- Will you oversee in-store dietitians working within an assigned territory?
- Will you handle performance evaluations?
- Will you lead regional outreach and activities?
- Will you develop community partnerships?
- Will you be a regional nutrition spokesperson in media?

Retail Dietitian Team Member

Work Setting: Corporate Office or In-Store (one or several neighboring stores)

Reports to: Corporate Retail Dietitian; Store Director/Manager

[Title examples: Retail Dietitian Specialist/Advisor]

- Will you be part of an in-store or corporate office team of dietitians?
- Will you plan and execute community events and presentations?
- Will you offer educational classes or health screenings?
- Will you provide in-store services such as counseling sessions or store tours?
- Will you develop consumer-focused communications?
- Will you provide training or wellness education to retail associates?
- Will you be the store's nutrition spokesperson in media?