

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

NUTRITION SERVICES FIELD SPECIALIST

DEFINITION:

Under the direction of the Nutrition Services Director, to plan, direct and supervise the food and nutrition services programs and personnel at all of the District's school sites. Supervise all activities related to the operation of the National School Breakfast and Lunch programs and work units responsible for delivery, warehousing, transportation; participation in the work of the assigned unit. Supervise catering events.

DUTIES AND RESPONSIBILITIES:

- Supervise procedures and programs related to the flow of food; ordering, receiving, storing, prepping, heating, and serving.
- Implement approved programs in nutrition education, marketing, cost control, staff development, quality control and food preparation.
- Assign, schedule and direct the work of employees performing food service functions in conjunction with the Nutrition Services Director. Assure compliance with safety and sanitation guidelines.
- Travel to school sites on a daily basis to observe, monitor and review food preparation and storage, staff utilization, sanitation practices, record keeping and internal cash controls, and to conduct audits and inspections.
- Assign, train, supervise, evaluate nutrition services classified staff.
- Analyze and compare food and non-food orders from sites, identify questionable orders and take appropriate action to reconcile discrepancies.
- Provide on the job training and in-service to appropriate staff.
- Prepare supporting documentation for and recommend employee recognition and discipline.
- Apply departmental standards of performance to each position supervised, advises subordinates of performance standards.
- Insure adherence of Food service programs to all relevant Federal, State and local laws and regulations.
- Work on special projects as needed.
- Operate a variety of equipment, including computers.
- Assist with menu planning, recipe costing and standardization.
- Perform other duties as assigned.

QUALIFICATIONS:

The successful candidate will have:

Knowledge of:

- Nutrition principles and nutrition education.
- State, federal, and local laws and regulations as they pertain to the school food service program.
- Methods, techniques and strategies of organization, training, supervision and evaluation of employees.
- Large quantity food preparation and serving principles; proper methods for preparing, cooking, baking, storing and serving of foods.
- Business mathematics applicable to the work.
- Report writing and record keeping.

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- Advanced concepts of work simplification, safety, sanitation, and work scheduling as applicable to nutrition services.

Ability to:

Establish priorities, plan, assign, schedule, train, review and evaluate the work of subordinate staff.

Apply applicable Federal, State, local, and District laws, regulations, policies and practices. Prepare clear, concise written reports, directives, recommendations, work procedures and related material.

Communicate effectively both orally and in writing.

Perform mathematical calculations applicable to the work.

Lift 35 (35) pounds and work under a wide range of temperature changes.

Provide high quality customer service while demonstrating tact, patience and courtesy in daily interactions with the staff and public.

Operate office computers and utilize applicable record keeping programs.

Understand and follow oral and written directives, work procedures, accept constructive criticism and arrive to work on time.

Experience and Education/Training:

Three years of supervisory experience in institutional or commercial large quantity food preparation, food service or a closely related field.

AND

An Associate's degree with course work in dietetics, food and nutrition, food service systems management or a closely related field of nutrition.

Licenses/Certificates/Registrations:

A valid California driver's license and auto liability insurance, and Serv Safe certification.

SPECIAL REQUIREMENTS:

Personal transportation for job-related travel.

SALARY:

245 Work Days

Job Description: Classified Management/Nutrition Services Field Specialist

Classified Management Salary Schedule 201

\$5,678.00-\$7,992.00/Monthly

Board Approved: March 9, 2017