

Quality Assurance & Training Coordinator- Nutrition Services

Purpose Statement

The job of Quality Assurance & Training Coordinator- Nutrition Services is done for the purpose/s of assisting with the direction of food and nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Director of Nutrition Services

Essential Functions

- Assists with Student Food Advisory Committees (e.g. health and good nutrition, etc.) for the purpose of providing accurate, timely nutritional information for students.
- Assists with personnel functions (e.g. selection, assignment, orientation, evaluating, reporting concerns to Nutrition Services Director, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Collaborates in the planning of kitchen facilities and procurement of equipment for the purpose of maintaining efficient, quality Nutrition Services for students and staff.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates nutrition services operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Interacts with staff, students, faculty, visitors and co-workers for the purpose of communicating information and acquiring knowledge.
- Manages a wide variety of nutritional services programs for the purpose of ensuring district compliance with established guidelines.
- Oversees nutrition service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards of central kitchen operations.
- Oversees and communicates with the Nutrition Service Drivers and delivery of food and beverage items for the purpose of ensuring a timely arrival of items required.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Supports Nutrition Service Managers with equipment and supplies (e.g. grocery orders, inventory, deliveries, HACCP regulations, bank deposits, invoices, reports, etc.) for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.

- Trains nutrition service managers (e.g. policies, procedures, production techniques, National School Breakfast and lunch Program guidelines, food preparation, health standards, sanitation, methods, etc.) for the purpose of addressing nutritional service requirements in compliance with established guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: HACCP protocol, pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Physical Capacity Assessment

Certificates

Food Handlers/SafeServ Certificate

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range