

Job Title:	School Nutrition Services Coordinator of Operations Quality Control
Grade Level/Terms of Employment:	Grade 121/Twelve-month (260 days)
FLSA Status:	Non-Exempt
Work Location:	School Nutrition Services
Immediate Supervisor:	Director, School Nutrition Services

General Description:

Performs professional work developing the district’s menus that meet the nutrient targets to ensure compliance with the healthy and Hunger-Free Kids Act (HHFKA). Occasionally conducts site visit in school kitchen environment. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

Essential Duties and Responsibilities:

- Provides leadership in school meal services and ensures a high level of quality and USDA compliance throughout all school kitchens
- Coordinates, supervises and supports the area School Nutrition Services (SNS) area supervisors and will be in regular communication with other key staff
- Develops and implements operational/accountability strategies and procedures to improve and provide consistency in the monitoring, management and delivery of meal services to students
- Assist in the development and training of menus, recipes, item specifications, purchasing, receiving, storage, distribution and testing and evaluation of all food, supplies and equipment used by SNS
- Assist in developing the strategic plan for schools by providing input into department/school-based strategic KPI goals and ensure those goals are met
- Analyze data to ensure that key performance indicators are met
- Conducts training activities to improve compliance monitoring by SNS Area Supervisors, cafeteria managers and staff related to the operations quality of the meals program
- Organize work flows and ensure Area SNS Supervisors understand their duties and tasks
- Effectively monitor daily/weekly productivity and provide constructive feedback and coaching
- Serve on the menu committee to ensure inventory is utilized and menus meet federal and state guidelines for all SNS programs
- Works closely with SNS consultant nutritionist with the nutrition analysis and ingredient lists for all programs
- Ensures food allergens are communicated effectively from SNS to schools, parents and students
- Recognize nutrition sources
- Train and support training of managers in recipes production, coordinates and conducts taste testing of products for student evaluation
- Communicate to all SNS staff about new products
- Assist with the development and maintenance of product test kitchen
- Provides written recommendations to SNS Director
- Assist with the writing of all SNS food / supply bids and contracts working with the Office of Procurement and Property Management
- Maintains a calendar to ensure all contracts are prepared in a timely basis

- Monitors awarded contracts
- Responds verbally and in writing to proper agency and/or manufacturer once bid is awarded
- Ensures that AP invoices are compared to bids for price accuracy
- Reviews and evaluates random deliveries to various schools
- Works with SNS Director to find innovative solutions to meet program needs
- Participates in planning and directing activities in the school kitchens to improve the quality and efficiency of the program
- Work actively to help achieve departmental and division targets and objectives by setting goals and expectations that will be in alignment with strategic plan
- Works with SNS Customer Service team and vendors to provide logistic support for all schools regularly and during emergency situations
- Review proposed vendor and internal delivery routes and recommends adjustments
- Authorizes changes in delivery patterns to accommodate personnel, inclement weather and mechanical malfunctions
- Develops and conducts training for workshops, leadership meetings, etc.
- Coordinates USDA food allocation and distribution
- Participates in professional development through attendance at professional meetings, webinars, classes, etc.
- Maintains appropriate CEU's for position as required under federal regulation
- Represents department at various local, state and national professional events
- Evaluates all staff under direct supervision
- Perform other related duties as assigned

Qualifications:

- Bachelor's degree or higher from an accredited university in public health, nutrition, dietetics, food science, hospitality, culinary or related field required
- Must be a registered dietitian or RD eligible
- At least five (5) years of supervisory experience managing 15 or more professional level staff in instructional, K-12 school system, public health, hospital nutrition, culinary or hospitality required
- School Nutrition Association Level 3 or School Nutrition Specialist credentials required.
- Must have strong customer centered focus experience in a large corporation food service operation or K-12 school system that participates in USDA: National School Lunch Program, School Breakfast Program and Child and Adult Care Food Programs (Snack, Supper, SFSP)
- Must possess in depth working knowledge of laws and regulations governing USDA programs
- Must have demonstrated ability to instructors certification preferred
- Must have proven ability to build an effective team that sustains a high level of efficiency and effectiveness
- Ability to manage KPI's and solve complex operational quality problems
- Must have knowledge of HR policies and practices and ability to provide detailed documentation
- Must have highly developed organization skills
- Ability to manage multiple projects
- Excellent time-management and proven working knowledge / skills in computer software applications (Word, Excel, PowerPoint, K-12 Meal Accountability POS & Meal Production, Social Media, YouTube, Adobe, Quick Base, etc.)