



For the future of every student

CLASS TITLE: FOOD & NUTRITION SERVICES OPERATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, Food and Nutrition Services, coordinate and oversee food service operations and activities at District school sites and during summer activities including the preparation, cooking, serving and selling of food items to meet student needs; coordinate communications, services and information between the Food & Nutrition Services office and school sites; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and oversee food service operations and activities at District school sites and during summer activities including the preparation, cooking, serving and selling of food items to meet student needs; assure related activities comply with established policies and procedures.

Serve as a liaison and coordinate food service communications and information between the Food & Nutrition Services office, schools, administrators, staff and the public; resolve school site issues and conflicts related to food services in a proper and timely manner.

Visit school sites to coordinate food service activities, observe operations, and oversee and confer with staff; monitor and inspect food service activities to assure food quality, quantity and sanitation and safety practices meet established standards, requirements and regulations.

Train and provide work direction and guidance to assigned personnel; coordinate employee work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide input concerning evaluations as requested.

Determine appropriate quantity of food items for preparation; coordinate food preparation and service functions to assure smooth and efficient activities and compliance with food quality, freshness, and presentation and portion control standards.

Coordinate and oversee the cooking, heating, assembly, packaging, preparation, distribution and heating of breakfast, lunch and snack food items and meals for school sites and summer activities; oversee the delivery and service of meals to various locations.

Prepare, evaluate, develop and implement breakfast, lunch and snack menus according to established portion control, nutrition and dietary guidelines and requirements; calculate and adjust recipes for new menu items; monitor, evaluate and adjust menus to meet nutrition standards and food service needs.

Oversee and participate in the preparation and maintenance of various records and reports related to sales, menu production, personnel, cashiering, inventory, student accounts and assigned activities; review records and reports for accuracy and completeness.

Monitor activities and personnel to assure food service needs are met and related facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Assure adequate food supplies to meet student nutrition needs for summer and school operations; oversee and participate in the receipt, storage and rotation of food items and supplies; conduct inventories; estimate and order appropriate amounts of food items and supplies.

Lead District wellness policy committee; establish committee members, meet Federal and State wellness policy requirements and monitor progress with goal of establishing policy.

Create student NAC (nutrition advisory council) members at assigned school sites. Create a program that involves student feedback in regards to recipes and menu development.

Participate in updating department procedures and processes based on federal, state and local guidelines.

Coordinate food service cashiering and accounting functions; assure proper and accurate collection and accounting of monies; review and verify accuracy of receipts, meal counts and transactions; oversee the preparation, reconciliation and balancing of cash drawers and student accounts.

Develop, implement and conduct training activities for school site personnel regarding proper practices, techniques and procedures for meal counts, cashiering, menu production, and preparing, handling, serving and storing food items in accordance with established standards.

Communicate with students, staff, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate food service equipment including slicers, tilt skillets, ovens and warmers; utilize standard office equipment including a copier, laminator, computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and participate in various meetings.

Perform other related duties as assigned that support the overall function of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Food service organization, operations and activities at school sites and during summer activities including the preparation, cooking, serving and selling of food items.

Methods, practices and procedures of quantity food serving functions.

Sanitation and safety practices related to preparing, handling and serving food.

General principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.

Quality and portion control techniques, practices and procedures.

Principles of training and providing work direction.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematic calculations and cashiering skills.

ABILITY TO:

Coordinate and oversee food service operations and activities at District school sites and during summer activities including the preparation, cooking, serving and selling of food items to meet student needs. Coordinate communications, services and information between the Food & Nutrition Services office and school sites.

Train and provide work direction and guidance to assigned personnel.

Cover in absence of site manager.

Monitor and inspect school site food service activities to assure food quality, quantity, sanitation practices and safety conditions meet established standards and requirements.

Develop and implement menus and related standards for quantity and quality of foods.

Follow and assure compliance with health, nutrition and sanitation requirements.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Compile information and prepare and maintain a variety of records, reports and files.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) and two years experience coordinating and/or overseeing food service operations. Experience in an educational environment desired, but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Manager Certificate (incumbents must fulfill this requirement within three months of employment in a regular position) .

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and food service equipment.

Seeing to read a variety of materials and monitor food service activities.

Sitting or standing for extended periods of time.

Reaching overhead, above shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Walking during site inspections.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.