



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## Food Service Specialist

**Department:** Food Service

**Contract:** 260 days

**Supervisor:** Food Service Supervisor

**Status:** Exempt and Unclassified

### Position Overview & Responsibilities

Assists the food service supervisor with planning, organizing, supervising, evaluating, and assuring compliance with local, state, and federal laws/regulations in the operation of the district Child Nutrition Programs, while providing high quality customer service to employees and families.

- Coordinates menu planning and nutritional software program, provides nutritional information, and reports to appropriate parties. Ensures that recipes are accurate and that foods served are of the highest nutritional quality and taste standards.
- Coordinates special dietary needs procedures and prepares special diet menus. Collaborates with related staff and provides related information to appropriate parties.
- Assists in planning and implementing breakfast and lunch menus that meet Federal regulatory standards, enabling the district to meet its budget and satisfy the tastes of students. Develops menu-specific selections for age groups.
- Assists in recruiting, hiring, training, supervising, and evaluating food service staff.
- Manages Nutrikids program, provides technical assistance to food service employees and updates the food service website.
- Manages free and reduced price applications and related data; ensures proper documentation and confidential data information management.
- Assists in the preparation and monitoring of department budget.
- Basic competencies in providing sustainable food preparation, recipes, and menus with the ability to train staff in the ongoing implementation of the program.
- Organizes and processes vendor invoices and statements in an efficient and timely manner, utilizing appropriate technology and finance systems.
- Assists with answering questions and assisting parents with food service account questions.
- Collaborates with kitchen managers to complete the end of month and year inventory processes.
- Communicates with vendors to find appropriate replacements when there are product shortages.

### Qualifications

- Preferred bachelor's degree in Dietetics or Nutrition
- Current Serve Safe Certification
- State of Minnesota Food Manager Certification



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

- Knowledge of USDA school meal program regulations and requirements including National School Breakfast Program, National School Lunch Program, After School Snack Programs, USDA Commodity Foods Program, and CACFP Meal Service Guidelines

## **Skills**

Must possess knowledge of relevant laws, rules, guidelines, and standards pertaining to menu planning, food production, and sanitary/food storage requirements; food and health requirements as governed by federal and state laws and regulations; nutritional guidelines, recordkeeping, reporting, and administrative requirements involved in managing programs/service; and administrative policies and procedures of the district. Must be proficient in Microsoft suite products, Must possess strong organizational skills, written and verbal communication skills, and have the ability to work with diverse groups of people. Must possess strong customer service skills.

## **Equal Employment Opportunity Employer Notice**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.