



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

---

<b>POSITION TITLE:</b>	<b>Student Services Nutrition Specialist County Operated Schools and Programs</b>	<b>#2428</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Monthly Salary Schedule Range 31</b>	

---

### **SUMMARY OF POSITION:**

Under the direction of the Student Services Administrator, assist in the implementation of the National School Lunch and Breakfast Programs for County Operated Schools and Programs; assist in planning, organizing, and overseeing the food service program; maintain student records, inventory levels, prepare reports for reimbursement. Selects, instructs, schedules, and trains school personnel. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a High School Diploma or equivalent of the completion of the twelfth grade. Experience in school nutrition or a field closely related to the knowledge and abilities requirements of this classification including experience administering or coordinating school nutrition programs. Possess ServSafe training and certification or be able to obtain within the first six months of employment.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Associates Degree in the area of nutrition. Experience working in a school district, county office of education, related to school nutrition programs.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of sanitation practices related to preparing, handling, and serving food; record keeping techniques, standard kitchen equipment, utensils, and measurements. Possesses knowledge of nutritional and operational requirements of the National School Lunch and Breakfast programs as well as related federal and state regulations. Ability to prepare and serve food in accordance with health and sanitation regulations; maintain food service equipment and areas in a clean and sanitary condition. Ability to operate a computer and knowledge of assigned software. Knowledge of school nutrition program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of USDA food program guidelines; methods in assessing and evaluating the quality and delivery of school program nutrition services.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations related to school nutrition programs.
4. Communicate effectively both orally and in writing.
5. Work independently with little direction.
6. Meet schedules and timelines.
7. Develop content, policies, and procedures for nutrition services, to meet local, state, and federal regulations.
8. Provide input to the revision of annual nutrition plans.
9. Plan, organize, coordinating and monitoring the operation of nutrition programs.
10. Plan, prepare, organize, and coordinate meals for school events.
11. Implementing nutritional and operational requirements of the National School Lunch and Breakfast Programs.
12. Advocate for high nutrition standards or those in need of specialized nutrition options.
13. Prepare and maintains state reports and records for audit purposes.
14. Develop informational materials for assigned partner's use in work related to improving the nutrition of children.
15. Acting as a liaison with other district departments, school administrators and outside agencies.
16. Provide nutrition staff with support materials and resources.
17. Assists in menu development and standardized recipes for reimbursable school meals and ala carte food items including product evaluation.
18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Drive a vehicle to conduct work. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

3/15/2023 final sc