

Job Title: **Nutrition Services Specialist**
Job Family: **Nutrition Services**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **1169**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G 13**

SUMMARY: Provides varied accounting, monitoring, purchasing, and administrative services for Nutrition Services. Also maintains software, performs training, and maintains department databases and spreadsheets. Provide statistical and information analysis and generate reports for department leadership. Provides customer service to both internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Using district information technology system(s): prepare, review, reconcile, and process invoices and credits. Receive invoices from vendors, create individualized spreadsheets for school locations, and assign the appropriate account codes. Create vouchers according to district guidelines and sends to AP for payment processing. Research and respond to billing questions from vendors and district personnel. Responsible for end of month financial duties. Create quarterly inventory spreadsheets for kitchen staff. Manage purchasing card accounts and transactions.	D	40%
2. Serve as the main point of contact for kitchen managers and other Nutrition Services staff (as needed) for equipment and office supply purchasing requests. Responsible for ordering all supplies and equipment on a district p-card adhering to district policies and procedures. Responsible for regular and accurate reconciliation of p-card transactions through the mapping process. Review and monitor the monthly purchases of the Commercial Kitchen Appliance/HVAC technician to ensure spending for kitchen related expenses within department expectations. Prepare annual schedules for kitchen hood cleanings and inspections.	D	30%
3. Coordinate and conduct training for employees on an annual basis and follow up with additional training as needed. Develop and update training materials and manuals. Provide direction to and assist employees in problem solving for their location. Work with Kitchen Managers on process changes and provide feedback and direction. Provide support with computer systems.	D	10%
4. Maintain the Temperature Data loggers to monitor kitchen freezer and cooler temperatures. Responsible for responding and troubleshooting issues that arise with district kitchen temperature monitoring systems. Coordinate kitchen emergency food moves and returns with warehouse staff.	D	10%
5. Responsible for various purchasing tasks including reviewing and placing purchase orders. Purchase all small equipment items for kitchens, create and submit vouchers, track inventory, and manage the logistics of getting orders to the correct locations. Resolves quality, warranty, billing and credit issues. Advise kitchen managers on pricing availability and sources of supply. Develop bid specifications and standards to ensure low pricing, competition, and quality assurance. Evaluate, analyze, tabulate, and recommend bid awards to users by considering price, quality, and delivery. Review contracts and procurement deviation justification (PDJ). Create and submit Transfer of Expenditures (TOEs) and vouchers.	D	5%
6. Perform statistical and information analysis by entering data and maintaining databases. Review data for accuracy. Create and update various spreadsheets and department documents. Analyze reports from the district information technology system(s) and provide ad-hoc reporting for the department, as needed. Update internal warehouse order guides on monthly basis and distribute to staff/kitchen managers.	D	4%
7. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- One (1) year of college level courses in purchasing, accounting, or business.
- Minimum of three (3) years general clerical experience. Experience in computer support and training preferred.
- Minimum of one (1) year of customer service experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Food Safety certification required upon hire and must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel between district facilities within the required timeline.
- Knowledge of district financial accounting systems.
- Excellent computation skills.
- Excellent analytical skills.
- Knowledge of purchasing/ordering process.
- Ability to resolve conflicts, demonstrate problem solving skills, and persistence.
- Ability to respond to department emergencies and be on call as needed.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Knowledge of Microsoft Office products and Google applications.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, and e-mail.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition Operations Manager	3035

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

- Acts as lead to data entry clerk.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Oversee budget to ensure expenditures remain within approved limits.
- Initiates requisition orders.
- Maintains and monitors supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		

Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	