

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

Job Code: **1170**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G14**

SUMMARY: Responsible for coordinating the ongoing hiring, onboarding, and training of Nutrition Services staff. Supports recruitment efforts, facilitates new-employee orientation, and provides technical assistance to candidates throughout the hiring process. Coordinates the Cook-Cashier training program, including scheduling, delivering training, collecting payroll documentation, and ensuring department and professional standards are met. Ensures effective implementation of district, state, and federal Child Nutrition program requirements and related initiatives.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Supports the Nutrition Services Resource Manager with administrative functions, including scheduling interviews, coordinating staff appreciation efforts, and assisting with department communications and projects. Responsible for the ongoing recruitment and hiring of kitchen staff, including but not limited to posting vacancies, reviewing applications, attending job fairs, participating in interviews, and conducting reference checks. Facilitate and track new hire onboarding processes to ensure all pre-employment requirements and district onboarding procedures are completed in a timely manner. Creates, maintains, and updates employee records, including new hires, transfers, status changes, and separations, while ensuring accuracy and confidentiality. Provides technical support and guidance to applicants utilizing the district recruitment system and communicates with candidates regarding vacancies, application procedures, and hiring timelines.	D	40%
2. Responsible for scheduling and coordinating assignments of floater kitchen managers and cook cashier trainees across kitchen locations. Coordinates on-site orientation and training for new hires and employees transitioning to new roles.	D	30%
3. Tracks, monitors, and processes employee payroll information for Cook Cashier Trainees to ensure accuracy and compliance with payroll procedures, including supplemental timesheets. Ensure payroll documents and approvals are submitted in accordance with established payroll deadlines. Maintains and reviews payroll records for the purpose of tracking Wage & Stipend Grant distribution and reporting.	D	10%
4. Responsible for documenting and communicating performance-related observations and training progress to appropriate leadership. Assists in compiling information for evaluations and supports tracking of employee progress prior to placement in regular positions.	W	8%
5. Responsible for coordinating and tracking training for Nutrition Services employees. Monitors completion of required annual training hours to ensure compliance with professional standards.	W	5%
6. Assist in maintaining MPLH spreadsheet templates and employee tracking systems for all kitchen locations, outlining allowable staffing hours based on participation.	W	5%
7. Performs other job-related duties as assigned.	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent required.
- Must be a minimum of 18 years old.
- Minimum of one (1) year of administrative or clerical experience in a fast-paced office setting required.
- Minimum of three (3) years of work experience that required customer service.
- Proficiency with Google Sheets and/or Microsoft Excel preferred.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain confidentiality.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- 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.
- Advanced skills are needed in problem solving issues.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- 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 diffuse and manage volatile and stressful situations.
- Ability to work with students and staff with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures. • 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 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.
- 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.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with MS Office Suite (Word/Excel/PowerPoint) and Google applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition Service Resource Manager	3021

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for training employees; planning, assigning and directing work; assisting with appraising performance; and addressing complaints and resolving problems.

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 accommodation 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	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
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No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
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	
Loud	X
Very Loud	