

Redlands Unified School District

CHILD NUTRITION SERVICES FIELD SPECIALIST

DEFINITION

Under the direction of the Child Nutrition Services Manager, plan, schedule, coordinate, train and lead child nutrition workers; inspect, review and direct food service operations related to the operation of the National School Lunch and Snack, School Breakfast and Supper programs at the district's elementary and secondary sites; adhere, implement and assure compliance with all program rules, regulations, policies and procedures; and perform other related work as required.

ESSENTIAL FUNCTIONS

Plan, organize and determine work priorities of child nutrition workers; inspect, review and evaluate in the areas that include but are not limited to food storage, handling, preparation and service of meals; assure quality control standards; assure safety and sanitation guidelines are maintained; monitor HACCP procedures at the school sites; train, coach and give input on employee evaluations; participate in employee selection; order food and supplies for sites based on menu planning; monitor food costs and make recommendations for program improvements as it relates to site operations; review and monitor menu production worksheets for program compliance; provide instruction to the site staff in the use of the computer point of sale system; travel to sites and conduct site inspections; monitor areas that include but are not limited to inventory, safety and sanitation, customer service and equipment; report operational problems to assigned supervisor; provide guidance to staff on cash handling; transport food or supplies to sites as needed; participate in site operations meetings with assigned supervisors; assist in planning and organizing department in-service meetings; may assist and work as back-up to Child Nutrition Worker III- EK, Child Nutrition Lead and Child Nutrition Lead II positions as needed for relevant knowledge of job expectations and site coverage; perform related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities;

Sanitation and safety practices and procedures and HACCP Food Safety System;

Standard cafeteria appliances and equipment;

Menu planning, nutritional analysis and related dietary guidelines for Federal and State programs;

Modern software programs such as Windows and Microsoft Office Suite (Word, Excel, Access, PowerPoint), etc;

Basic arithmetic, record keeping, and money handling procedures;

Personnel motivation methods and techniques.

Ability to:

Plan, schedule and visit school sites daily to monitor and evaluate site operations;

Exercise good judgment, make decisions, and organize time with minimal supervision;

Maintain accurate records and be able to prepare complete and comprehensive reports;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions;

Establish and maintain effective working relationships with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade; transcript to show a minimum of 9 units in the following courses, including: Food and Nutrition, Safety and Sanitation, Menu Planning, and Supervision or related training. Associate's degree is preferred.

Experience:

Three years of supervisory experience in the operation of a food retail establishment or school site kitchen including organizing and scheduling the activities of multiple employees. Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job.

REQUIRED LICENSES AND/OR CERTIFICATES

Must possess a valid Food Safety Management certificate
Valid California Driver's License

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting, pushing, pulling and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate computer keyboard, hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, and reach.

Working Conditions:

Office, school, kitchen and outdoor environments. Sitting for extended periods of time. Driving a vehicle to conduct work. Constant interruptions. Hearing or speaking to exchange information in person or on the telephone. May be necessary to stand for prolonged periods of time on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class II