

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Nutrition Services Program Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Operations-Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9789	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 56 Salary Schedule C
REPORTS TO:	Nutrition Services Program Manager	CABINET APPROVAL:	03-30-2021

BASIC FUNCTION

Under the direction of the Nutrition Services Program Manager coordinate, plan, and direct appropriate related duties for the Nutrition Services Department to include centralized site ordering planning and logistics, site inventory monitoring, menu planning and development, and waste reduction initiatives at school sites utilizing electronic food management system, various reports, and data analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Support the Nutrition Program Manager in forecasting and centralized site ordering and logistics utilizing food ordering, distribution and inventory software system. **E**

Monitor site vendor’s services and deliveries to our school sites and communicate as needed. **E**

Develop and oversee program and systems that promote Central Kitchen student and community tours and visits to include nutrition education and food literacy components. **E**

Assist in menu planning, development, coordination, implementation, and monitoring for student acceptability. **E**

Responsible for electronic ingredient control and nutritional information and data for the department. **E**

Responsible for the department’s ongoing nutritional data analysis for multiple various menus and meal patterns to ensure compliance of federal and state requirements. **E**

Communicate menu substitutions/shortages with affected sites and make necessary recommendations. **E**

Assist in planning and conducting in-service training programs; provide direction, technical support, and materials to Nutrition Services staff and supervisors regarding the food management system, food production reports, ordering, inventory, recipe, and product use. **E**

Communicate with Nutrition Services supervisors any discrepancies or unusual practices with school site ordering to ensure compliance and strengthen internal controls of product usage. **E**

Assist in writing, editing, and review of recipes to ensure accuracy, improve food quality, and consistency. **E**

Develop, design, and/or revise a variety of instructional materials, reference manuals, memos, and job aids. **E**

Review warehouse inventory levels and make necessary recommendations for menu modifications to ensure efficient product utilization, rotation of stock on hand and inventory reduction. **E**

Oversee daily emergency orders and coordinate efficient and timely service for our students. **E**

Communicate and monitor menu changes, holiday schedules, special deliveries, and charter schedules to all related vendors, staff, and supervisors. **E**

Develop monthly and annual timelines for special food related activities at school sites. **E**

Support the departments Farm to School initiatives by building a purchasing network of growers and suppliers of farm fresh fruits, vegetables and ingredients within 250 miles of the District whenever practicable to enhance the taste and quality of our school meals and to support the Farm to Fork effort of the Sacramento Region. **E**

Coordinate logistics for special grant activities that enhance our product offerings and nutrition education at school sites. **E**

Assist with planning and organizing various Nutrition Services projects and events. **E**

Monitor inventory levels at school sites, conduct occasional site visits, and provide necessary feedback to supervisors and staff to improve efficiencies and reduce costs and waste. **E**

Prepare reports and analyze food costs, usages, and waste at the school sites; attend meetings and provide regular ordering and inventory updates to Nutrition Services supervisors and management. **E**

Utilize various programs to improve efficiencies in centralized ordering, food production, and food distribution. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Promote teamwork by sharing knowledge and cooperating with others; participate in meetings and work groups and support the goals and objectives of the department and the District. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community as related to Nutrition Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination equivalent to: minimum associates degree in nutrition, business, culinary, or related field; and/or four (4) years of progressively responsible experience in food service, preferably school Nutrition programs.

LICENSES AND OTHER REQUIREMENTS

Hold a valid California driver's license, and provide proof of insurance; willingness to drive a Nutrition Services vehicle; employee entrance evaluation (lifting test). Hold a valid California Food Safety Certificate and 10 hours of annual professional standards training.

KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

- U.S. Department of Agriculture (USDA) commodity food program.
- USDA menu planning requirements for After School Snack Program (ASSP), Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), and At-Risk Supper.
- Child Nutrition Labeling Program.
- Planning and organizational management of inventory and multisite distribution.
- Methods of food preparation, sanitation, and safety practices.
- Menu planning techniques including food values, combinations, and like-item substitutions that comply with federal meal pattern requirements.
- Multisite food service operations and logistics.
- Applicable sections of the California Education Code, USDA, California Department of Education (CDE), and other laws, rules, and regulations related to assigned activities.
- Reading and writing English communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- District organization, operations, policies, and objectives.
- Operation of a computer terminal, related software, and other office equipment.

ABILITY TO:

- Conduct nutritional analysis for various programs and age groups.
- Calculate contributions to the meal pattern based on recipes, product formulations statements and the USDA Food Buying Guide.
- Understand and follow complex oral and written instructions and complete assignments in an independent manner.
- Detailed oriented with time management and organizational skills.
- Perform effective public speaking skills.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, and adopt an effective course of action.
- Analyze operational programs, and recommend program improvements.
- Maintain confidentiality as appropriate.
- Operation of a computer and related software to enter data, maintain records, and generate reports.
- Perform arithmetical calculations with speed and accuracy.
- Meet schedule and timelines.
- Plan and organize work.
- Analyze reports, research, and record keeping techniques.
- Compose reports, procedures, and correspondence and written materials independently.
- Work independently with little direction and meet schedules and timelines.
- Meet district standards of professional conduct as outlined in Board Policy.
- Lift light objects according to safety regulations.

WORKING CONDITIONS**SAMPLE ENVIRONMENT:**

Office, kitchen, warehouse and school site environments; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; nutrition service kitchens and warehouse, read documents and reports,

and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Exposure to very hot foods, equipment, metal objects; exposure to sharp knives and slicers, exposure to cleaning agents and pesticides. Exposure to fuel exhaust and warehouse equipment.