



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave. – Hemet, CA 92545-3637 - (951) 765-510

NUTRITION SERVICES FIELD SPECIALIST

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under the direction of the Director of Nutrition Services, plan, organize, guide, direct, and supervise activities related to the operation of the National School Lunch and School Breakfast Programs at the District's elementary and secondary schools.

Adhere, implement, and assure compliance with all program rules, regulations, policies and procedures.

Train, supervise, and evaluate assigned staff.

Job Functions

- ~ Assign, schedule, and direct the work of employees performing food service functions in conjunction with the Director of Nutrition Services, assuring compliance with work specifications and safety and sanitation guidelines.
- ~ Make recommendations for the employment, promotion, demotion, transfer, retention, recognition, discipline, and dismissal of food service personnel, including substitutes and seasonal work staff.
- ~ Monitor hours assigned and validate time cards of food service employees.
- ~ Travels to school sites to monitor food product, storage and services methods, staff utilization, sanitation practices, record keeping and internal cash controls and to conduct regularly scheduled audits and inspections.
- ~ Trains and monitors personnel in the use of computer operations and record keeping.
- ~ Analyzes financial, labor, sales reports, and other statistical data as it relates to the child nutrition program.
- ~ Manages kitchen/cafeteria and equipment maintenance, calls in and processes equipment and facility work orders.
- ~ Provides customer service and assists parents and students in application processing for student reimbursable meals under USDA guidelines.
- ~ Receives and responds to parent complaints and concerns.
- ~ Insures adherence of Food Service programs to all relevant Federal, State, local laws and regulations, and District requirements.
- ~ Assists in menu planning, recipe costing and standardization.
- ~ Meets with administrators, parent groups, and others to discuss enhancing Food Service activities.
- ~ Writes memos and department procedures as needed.
- ~ Operates a variety of equipment, including computers.
- ~ Drives vehicle to conduct site visitations.
- ~ Works on special projects as needed.
- ~ Perform other related duties as assigned.

Other Job Functions

- ~ Evaluates the success of program and implements changes for the purpose of establishing standard operating procedures.
- ~ Conducts and/or assists in the creation and implementation of agendas for meetings.
- ~ Assists in the coordinating and the operations of catering and special events.

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Other Job Functions

- ~ Assists in the marketing and growth of program.
- ~ Transports items to school sites as needed.

Desirable Qualifications

Ability to:

- ~ Plan, organize, supervise, direct and evaluate the work of food service personnel;
- ~ Instruct employees on safe proper use of equipment;
- ~ Operate the types of equipment used in food service;
- ~ Read and interpret local, state and federal codes and regulations related to school nutrition programs;
- ~ Use computer software including word processing and spreadsheets;
- ~ Compile and maintain accurate spreadsheets and other financial records including computerized reports;
- ~ Learn new computer applications for various food service as they become available;
- ~ Prepare accurate reports;
- ~ Plan and administer a departmental budget;
- ~ Follow written and oral directions;
- ~ Communicate effectively both orally and in writing;
- ~ Use sound judgment in interpreting and applying policies and procedures;
- ~ Establish and maintain effective working relationships.

Knowledge of:

- ~ Nutritional and operational requirements of the National School Lunch and Breakfast Programs.
- ~ Relevant Federal and State regulations including the evaluation of free and reduced priced meal applications for needy students.
- ~ Proper safe food handling, storage, and preparation techniques.
- ~ Interpersonal skills including tact, patience, and courtesy.
- ~ Food service industry health & safety rules and regulations, including proper sanitation and maintenance regulations.
- ~ Methods, techniques and strategies of organization, training, supervision and evaluation of employees.
- ~ Record keeping and basic cost accounting techniques.

Personal Qualities

Adaptability, flexibility, good judgment, pleasant demeanor, dependability, ability to work effectively under pressure, and the ability to work independently while implementing departmental plans and priorities.

Orientation to provide high quality customer service while demonstrating tact, patience, and courtesy in daily interactions with staff and the general public.

Experience

- ~ Three years of experience that has provided the applicant with the knowledge and abilities listed above.
- ~ Experience in lead or supervisory positions desired.

Required Licenses and/or Certificates

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record, ServSafe certification or ability to obtain within 3 months of hire, certified member of SNA and CSNA preferred.

Working Conditions

Working in an office environment and outdoor environment; subject to driving to a variety of locations to conduct work during day and evening hours; demanding timelines.

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(cont.)**

Physical Demands

Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
Hearing and speaking to exchange information in person and on the telephone.
Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
Sitting for extended periods.
Standing for extended periods.
Walking over rough or uneven surfaces.
Climbing, occasional use of stepladders.
Physical activity may be required, which could include lifting up to 50 lbs.

EMPLOYMENT STATUS

Classified Management Position

June 2010