



*Vacancy
Announcement
(Please Post)*

Kannapolis City Schools

100 Denver Street
KANNAPOLIS, NORTH CAROLINA 28083

Phone: 704/938-1131 ♦ FAX: 704/938-1137

<http://www.kannapolis.k12.nc.us>

February 2017

POSITION

School Nutrition Operations and Support Assistant

POSITION AVAILABLE

February 2017

EMPLOYMENT SPECIFICS

- 11 months per year (August – June);
- 8 hours per day, 5 days per week;
- Full State Benefits Package; and
- Competitive Local Supplement.

QUALIFICATIONS

- Hold a bachelor's degree in Foods and Nutrition or Family and Consumer Science or similar field and at least five years' experience in K-12 setting is preferred;
- Hold ServSafe Certification;
- Able to communicate effectively orally and in writing;
- Possess an advanced level of proficiency in PowerPoint, Microsoft Excel, and Office;
- Have the ability to communicate and deal positively and effectively with others;
- Must feel confident and comfortable with public speaking; and
- Possess the ability to develop and present PowerPoint presentations.

RESPONSIBILITIES

Information Technology Management:

- Ensures all School Nutrition software programs are operating in all schools and School Nutrition Central Office;
- Identifies problems and determines solutions with software vendors to ensure efficient operation;
- Conducts daily Direct Certification and imports data into School Nutrition Eligibility Software;
- Trains school nutrition personnel on new and existing software programs;
- Maintains all specification of nutritional analysis software and performs monthly menu analysis;
- Monitors day to day electronic food production record all schools; and
- Maintains and updates KCS School Nutrition website.

Human Resource Management:

- Assists director with staffing in all schools;
- Maintains all School Nutrition department level payroll and benefit responsibilities;
- Provides orientation programs for employees;
- Provides ongoing training for new and existing employees;
- Prepares and assists School Nutrition Director with management training sessions;
- Plans staff development activities; and
- Identifies problems and works with managers regarding possible solutions.

We are an Equal Opportunity Employer

USDA Program Compliance:

- Maintains and ensures all HACCP Binders are up to date;
- Audits cafeteria managers to ensure compliance with planned meal pattern;
- Ensures that all employees are following HACCP guidelines;
- Maintains current copies at all sites of HACCP Recipe Book #1 and HACCP Procedures Book #2 as required by USDA;
- Audits and verifies that all USDA standards operating under the National School Breakfast, Lunch and After School Snack Program, and Summer Feeding Program are met and in compliance at all site locations within KCS;
- Trains managers on how to complete necessary reports;
- Processes all Free and Reduced applications during Non-CEP years;
- Monitors compliance of state and federal regulations with onsite reviews;
- Follows up on sanitation, health and safety reports;
- Drafts product specifications;
- Enforces use of standardized recipes;
- Maintains specifications in nutrition software- NutriKids and Production Lite Software;
- Performs bi-annual Nutritional Analysis of all menus and submits to NCDPI;
- Surveys new products and equipment with School Nutrition Director;
- Assists School Nutrition Director with preparing food and equipment bids;
- Maintains contact with vendor and industry representatives;
- Attends all required DPI and SNA meetings;
- Assumes any responsibility as designated by School Nutrition Director;
- Maintain records pertaining to Medical Statements for Students with Special Nutritional Needs for School Meals and communicate with parents, medical personnel, and Managers regarding those needs;
- Works with Title I, DSS, Group Home Representative, Foster Home and/or any other county individuals/organizations to ensure all categorically eligible students receive correct and timely meal benefits;
- Conducts several audits throughout the school year to ensure all locations are in compliance with HACCP standards; and
- Responsible for training new and existing employees on electronic food production record.

Health and Wellness/Public Relations:

- Assists School Nutrition Director with expansion of health and wellness opportunities for KCS district;
- Markets and promotes school nutrition program;
- Maintains and updates school nutrition website;
- Works with community leaders to expand Summer Feeding program efforts;
- Develops and presents wellness programs to small and large groups; and
- Provides basic nutrition education activities to Pre-school aged children.

DESCRIPTION

The School Nutrition Program Assistant is responsible for a variety of administrative and supervisory work in the development and implementation of the school district's School Nutrition program. The person would provide support to the KCS Director of School Nutrition Program. This person would assist the director with technical, administrative, human resources, and managerial work to provide leadership for staffing, human resource activities, information technology and USDA program compliance. The person would assist the director in the development, implementation, and oversight of the policies and procedures that govern the school district's School Nutrition program. Additionally this position would assist the director in expanding health and wellness opportunities for the district as well as expansion of the Summer Feeding program and provide nutrition education to McKnight Head Start program.

This position is responsible for site based training of all School Nutrition software programs as well as working with Cabarrus County Government IT, Meals Plus software modules and KCS IT department to ensure all technological aspects of the program are operating on a day to day basis. This position would be responsible for ensuring that all School Nutrition software programs are running correctly and efficiently in all schools. The position receives general direction but operates under limited supervision of the Director.

This position requires a strong knowledge of computers and information technology skills. Candidate must have strong communications skills both written and orally as well as the ability to handle difficult employees. This candidate must be able to communicate effectively to all SN Cafeteria managers and employees when federal and state regulations are not being followed. The ideal candidate for this position is someone who is a self- starter and problem solver. The majority of time spent in this position will be in the schools (cafeteria kitchens) ensuring all federal and state regulations are being upheld.

APPLICATION PROCEDURE

To apply, please visit <http://www.applitrack.com/kannapolis/onlineapp/>. All applications will be reviewed and qualified finalists will be called for an interview. Additional materials may be mailed to the following address:

Kannapolis City Schools Human Resources
100 Denver Street
Kannapolis, NC 28083

Visit our Web Site at www.kannapolis.k12.nc.us