



TITLE:	Child Nutrition Production Area Coordinator	STATUS:	Exempt
REPORTS TO:	Director of Child Nutrition	TERMS:	223 Days
DEPARTMENT:	Child Nutrition	PAY GRADE:	AP1 Non-Chapter 21 Contract

PRIMARY PURPOSE:

Ensure that Child Nutrition guidelines are in compliance at each campus. Responsible for planning menus in accordance with the National School Breakfast and Lunch program guidelines. Perform nutritional analysis on all recipes and menus to determine nutritional adequacy, allergy adherence to guidelines. Upgrading software for menu planning, ordering and production records to include inventory. Backup ordering of groceries and inventory. Assist in training of Child Nutrition production coordinators/workers to meet established TDA/USDA guidelines to include; production, production records, food quality, Customer service, sanitation and training.

QUALIFICATIONS:

Education/Certification:

High School Diploma/GED or 5+ years in Child Nutrition TASN Certified Level 3 (preferred)

Special Knowledge/Skills:

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Knowledgeable in TDA and USDA guidelines

Create, enter and update recipes within Child Nutrition Softwares

Create, enter and update inventory items within Child Nutrition Softwares

Create, enter and update production records within Child Nutrition Softwares

Strong organizational, communication and interpersonal skills

Self-motivated and directed, able to perform efficiently with minimal supervision

Able to work flexible hours to include extended hours

Working knowledge of Kitchen Equipment

Experience:

5+ years Child Nutrition Experience, supervisor experience preferred

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Supervises:

CN managers and CN Specialist

Employee Punctuality and Appearance:

Employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. All employees are required to report to work dressed in a manner that reflects a positive image and appropriate for their position.

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear; reading, ability to perform basic arithmetic, and communicating effectively (verbal and written). The employee is occasionally required to stand, walk, push and pull, lift and/or move up to 40 lbs.; moderate exposure to hot/cold temperature. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular



hours. Frequent district-wide travel is also required. The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Make routine visits to cafeterias and closely monitor the school meal program to ensure rules and regulations governing the National School Breakfast and Lunch programs are in compliance and report any concerns to the Director.
2. Maintain and upgrade software systems including menu planner, ordering inventory and production records.
3. Assist in back up of all grocery inventory and ordering approval.
4. Maintain price/pack lists throughout the year and distribute to managers as needed.
5. Review all documents and maintain database on student allergies/disabilities.
6. Assist in Maintaining special dietary diets for students in the district.
7. Attend professional growth activities to keep abreast of Child Nutrition operations.
8. Assist with bidding and purchasing of grocery items to include commodities as assigned.
9. Review progress of manager trainee(s) in the program to include production, sanitation and management; ensure training is consistent with course outline training.
10. Assist in Cafeteria Manager annual evaluations.
11. Provide on-site support to cafeteria managers and employees.
12. Assist in coordinating and overseeing special events, taste testing and catering as assigned.
13. Travel to region, supervisor and conference meetings as required by the Director.
14. Supervise CN managers and CN Specialists by assignment of Director.
15. Maintain confidentiality of information.
16. Perform other duties, as assigned by Director.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date