



REVISED: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	CONSULTANT SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8102
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates and monitors all aspects of the District school meal programs in an assigned area; responsible for providing on-site training and technical assistance to managers, managing assistants, lead assistants, and assistants as necessary in all areas of program management and operations to ensure high quality food, customer service, and ensure compliance with all federal, state, and local school meal program requirements; responsible for completion and follow-up of required and routine program reviews; communicates and reviews important program information with school Principals and other school administrators to ensure understanding of program policies, procedures and requirements and; assists in the development of instructional and information materials related to the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in training and monitoring site-based food service personnel
- Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated
- Conducts required and routine program reviews
- Provides written reports to Principals related to food service program in their building and seeks input and recommendations for program improvement
- Monitors allowable labor hours in each school location
- Advises Principals and other staff on local, state, and federal requirements relative to the USDA school meal programs including meal counting and claiming, reimbursable meal requirements, Smart Snack, and other requirements associated with operating a fiscally sound and compliant program
- Reviews and advises food service managers on efficient procedures for food preparation, service, storage, use of approved software, use of equipment, equipment inventory, work simplification techniques, employee relations, and the scheduling of work assignments for the most optimum use of assigned labor
- Monitors on-line responsibilities of managers and cashiers in accordance with required procedures
- Monitors sanitation and safety practices in all schools and makes recommendations for improvement
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to market changes in temperature and humidity. Driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful managerial experience as a food service manager, preferably in USDA National School Lunch and School Breakfast Programs

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Completion of two (2) years of college work in Food Service or related Management area

Five (5) years successful experience as a food service manager

School Nutrition Association (SNA) Certificate or Credential

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.