



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

JOB TITLE:	COORDINATOR MENU PLANNING SPECIAL DIETARY NEEDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8099
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Plans, develops, and analyzes menus for school meal programs in accordance with applicable federal, state, and local requirements. Processes special dietary needs requests, develops menus, and obtains special food items for students with documented food related disabilities or allergies. Effectively manages relationships with students, staff, parents and vendors to assure program acceptance. Manages multiple software programs related to menus, recipes, nutritional analysis, and inventory. Develops and provides training for department staff on nutrition related topics and software.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans cost effective and acceptable menus in compliance with USDA meal patterns and applicable regulations
- Manages website for menus to ensure menus, including nutrition information and allergen information, are available to students, parents, and school nurses
- Collaborates with department staff on writing specifications and procurement of foods needed to implement menus
- Communicates with school site managers, food suppliers and manufacturers to ensure acceptability of foods and menus
- Develops and maintains reference manuals for all ingredients used in production and menu items served to assist with nutritional analysis of recipes in menus and detection of allergens in foods
- Processes and evaluates Student Health Plans/ forms for students with food related disabilities and allergies; plans special menus for students with severe food allergies or disabilities and disseminates information to school management
- Maintains data metrics related to menus, allergies, costs, and other key performance indicators
- Utilizes software to analyze all recipes and menus to ensure menus are in compliance with all USDA meal requirements; makes nutrition information available to the public
- Manages and trains staff on software programs applicable to special dietary needs, menu planning, order processing, inventory, and food production
- Collaborates with other Coordinators to create Districtwide promotions in an effort to increase meal participation and to assure local foods are included on menus to help promote Farm to School efforts
- 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 primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, 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 marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree in Nutrition, Food Management and/or Dietetics
Registered Dietitian credentialed by the Commission on Dietetic Registration (CDR)
Three (3) years of successful managerial experience in institutional food service programs
SNA Level 3 Credential within 1 year of employment
Ability to communicate professionally
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the school District
Administrative experience related to school nutrition
Instructional experience
Experience in a diverse workplace