



NEW:  
07/01/2013

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 local, state and federal requirements. Processes special dietary needs requests and coordinates communication with cafeteria managers, school principals, and parents. Effectively manages relationships with students, staff, parents and vendors to assure program acceptance. Consults with school nutrition vendors on new products for menus. Develops and provides training for department staff on processes and software to implement programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans menus in compliance with USDA meal patterns and applicable regulations.

Works with Materials Production department to design and produce menus for schools and website.

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 for all ingredients used in production and menu items served including managing recipes for school sites and Nutrition Service Center Production.

Processes, evaluates and prepares student PCP/Allergy forms and disseminates information to school site management and administrative staff.

Develops and maintains Special Diet Procedures Guide and assists parents and District personnel regarding special diets.

Completes nutrition analysis of all recipes and menus and makes nutrition information available to public.

Maintains and trains staff on software programs applicable to menu planning, order processing, inventory and food production.

Creates and oversees District-wide promotions and programs, in collaboration with Coordinator of Nutrition Initiatives, in an effort to increase meal participation.

Performs other duties as assigned by the Manager Nutrition Service Center.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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

Three (3) years successful managerial experience in institutional food service programs

Ability to communicate professionally

Valid driver's license
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<b>DESIRABLE QUALIFICATIONS</b>
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Registered Dietitian
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SNA Certification or SNS Credential
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Knowledge of policies and procedures of the school district
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Five (5) years successful administrative experience in public education or communications
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Instructional experience
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