Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified:

School Nutrition Specialist

Pay Scale: B
Level: 13
FLSA Status: Exempt
Job Family: School Nutrition
Primary Location: Round Hill Center

Department Overview
The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview
The School Nutrition Specialist is responsible for the direct supervision and evaluation of operations for a very diverse group of staff that prepare and serve meals to students in 12-16 schools. This position is required to have an in-depth working knowledge of regulations governing school nutrition programs, as well as financial management and key performance indicators. Specialization in one or more areas of operations is required based on the needs of School Nutrition Services. In addition to supervision of School Nutrition Services staff in schools, this position may be assigned primarily to train school nutrition workers, conduct nutrition education, develop culinary concepts, manage contracts, manage alternate feeding programs, develop training, or implement school nutrition services in schools.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Conducts federal accountability reviews and provides technical assistance.
- Coordinates program marketing and promotional activities of school nutrition programs at schools and community events; compiles nutrition education materials for promotions.
- Makes certain all locations assigned are in compliance with Child Nutrition Program (CNP) requirements.
- Facilitates weekly team meetings with cluster managers to share relevant information.
- Prepares and facilitates training for manager training classes in weekly team meetings.
- Reviews and analyzes school reports and record keeping.
- Ensures staff follows and adheres to recipe standards in all schools.
- Substitutes for absent managers on occasion.
- Ensures all end-of-day reports are complete and accurate according to standard.
- Represents department at various local, state and national professional events.
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- Makes certain all assigned schools are staffed with substitute workers and ensures all staffing protocols are followed.
- Monitors, reviews, and approves inventory and order requests from managers.
- Reviews financial reports with managers and works to ensure that Key Performance Indicators are met.

- Provides input into department strategic plan and provides guidance to school staff to execute the plan.
- Evaluates all staff under their direct supervision.
- Reviews and submits payroll contract hours for accuracy according to contract hours.

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Associates Degree in hospitality management, nutrition, dietetics or nutrition education

Experience
Five (5) years' experience

Licenses and Certifications
Must have current Sanitation Certification

Knowledge, Skills and Abilities

- Thorough knowledge of principles and practices of nutrition and wellness school nutrition operations and regulations
- Demonstrated ability to supervise multiple school nutrition operations and to train school nutrition staff in food preparation, serving, clean up, and cashiering
- Ability to communicate effectively, both orally and in writing
- Knowledge and experience working with a culturally and ethnically diverse student population and staff
- For nutrition specialty, current knowledge of nutrition principals that are translated into nutrition education materials for students, staff, faculty, parents, and community

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.