

ALTA LOMA SCHOOL DISTRICT

CHILD NUTRITION OPERATIONS COORDINATOR

DEFINITION

Under the supervision of the Director of Child Nutrition, responsible for planning, organizing, coordinating, and supervising the District-wide food service programs and operations; monitors, reviews, trains, and evaluates the performance of assigned Child Nutrition personnel; assures compliance with federal, state, local and District laws, regulations, policies and procedures related to the Child Nutrition Program; ensures that the work of the site Child Nutrition Lead is carried out in the Lead's absence. Handles other operational duties as assigned.

ESSENTIAL DUTIES

- Plan, organize, coordinate, and supervise the District-wide food service and Child Nutrition programs and operations; develop and review work schedules and production standards.
- Assure compliance with federal, state, local and District laws, regulations, policies and procedures related to the USDA food programs (i.e. National School Lunch and Breakfast program, summer programs, commodities, etc.).
- Participate and assist with audits.
- Supervise and evaluate the performance of assigned staff; interview and select employees; recommend transfer, reassignment, termination and disciplinary action.
- Plan, develop, coordinate, and arrange for appropriate training of food service personnel.
- Assist with analysis of financial reports and cost effectiveness of programs.
- Communicate with food service staff, school administrators, site personnel, and parents, to implement improvements and changes and respond to issues and concerns related to food preparation, service, menus, facilities and equipment.
- Provide support for the purchase and acquisition of food service equipment, supplies, commodities, and associated products. Schedule maintenance and repairs for food service equipment.
- Respond to refrigeration monitoring alerts, electrical outages and disasters that may impact meal preparation and proper food storage. Provide maintenance to equipment temperature monitoring systems.
- Review and sign timecards.
- Assist with special diets and modified menu planning for students with allergies and/or medical needs.
- Provide training to site staff and procure food items for modified menus.
- Prepare appropriate memos and communications to site staff, parents, students, and vendors.
- Prepare a variety of related reports, such as individual site files and inventory, site visitation reports, menu planning worksheets, nutritional analysis, and others; analyze and review reports from food service staff and assure accuracy.
- Plan, coordinate and participate in food service catering and special functions events including after-hours events.
- Recommend and assist in the development and implementation of department goals and objectives. Implement policies and procedures. Stay current with changes in federal, state and local policies and regulations.
- Plans and participates in Nutrition Advisory Councils or similar student meetings to gain input on acceptable student menu items.
- Assist with District Wellness Committee meetings, goals, and communications.
- Train school staff and Parent Teachers Association representatives on competitive food sales compliance.
- Provide technical assistance and training in basic food service activities such as food preparation, sanitation procedures and safe operation of equipment to food service personnel.

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- Drive vehicle to work sites and may transport food and supplies.
- Substitute for site Child Nutrition Leads in the Lead's absence and ensure that the work of other food service personnel is carried out in their absence.
- Schedule substitute staff as needed to ensure smooth operation of site kitchens.
- Plan and participate in employee onboarding and trainings.
- Operate a variety of standard kitchen and office equipment.
- Visit cafeteria sites to monitor procedures; instruct employees on techniques to improve efficiency, productivity, and enhance customer service; discuss concerns with site leads and assist in resolutions; suggest new and revised procedures.
- Provide basic instruction to employees at school sites in the use of computers and department software programs.
- Assist with the meal application process.
- Assist with menu planning, standardizing recipes, researching product availability, and production sheet preparation.
- Assist with kitchen planning and design.
- Work collaboratively with Child Nutrition office personnel on special projects to meet the goals of the department.
- Maintain a positive atmosphere for students and staff.
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work.
- Maintain a high level of ethical behavior and confidentiality of information about students and staff.
- Attend a variety of meetings, conferences, District in-service trainings and workshops as required.
- Provide direction to the Child Nutrition department in the absence of the Director.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

All aspects of food service operations including goals, objectives, activities, cooking, baking and food preparation procedures;

Quantity food preparation, food marketing and merchandising;

Nutritional and operational requirements of the National School Lunch and Breakfast Programs and related Federal and State regulations, including the evaluation of applications for free and reduced priced meals; use and care of kitchen equipment and menu planning requirements;

Methods and techniques of personnel organization, training, and supervision;

Procedures used in ordering, receiving, storing and inventorying food and supplies;

Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations;

Correct English usage, grammar, spelling, punctuation and vocabulary;

District organization, operations, policies and objectives;

Oral and written communications skills;

Interpersonal skills using tact, patience, and courtesy.

Ability to:

Plan, develop, design and implement training for Child Nutrition personnel;

Carry out the work of Child Nutrition Leads and others in their absences;

Instruct others in basic, new and revised food service techniques;

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Make arithmetic calculations quickly and accurately and maintain accurate records;
Understand and carry out oral and written directions;
Read, interpret and follow rules, regulations, policies, and procedures;
Effectively organize, schedule, and lead food service personnel;
Train, supervise and evaluate personnel;
Maintain records and prepare reports;
Communicate effectively both orally and in writing;
Compile data and prepare clear and concise reports;
Operate a variety of food processing equipment;
Analyze situations accurately and adopt an effective course of action;
Take initiative and work independently with little direction;
Meet demanding schedules, timelines and work under pressure;
Establish and maintain cooperative working relationships;
Use good judgment in the application of District and school policies;
Accept change positively and support new ideas and methodologies;
Relate effectively with diverse staff, students and community members;
Maintain consistent, regular and punctual attendance;
Follow District, state and federal rules, policies, regulations and laws;
Work effectively as a member of a team.

EXPERIENCE AND EDUCATION

A Bachelor's degree with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field,

or a Bachelor's degree in any academic major and at least two years of relevant School Nutrition Program experience,

or an Associate's degree with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field; and at least two years of relevant School Nutrition Program experience.

LICENSE AND CERTIFICATE REQUIREMENTS

A current ServSafe® Food Manager Certificate is required at time of application and certification must be maintained throughout employment.

Possession of a valid California driver's license and evidence of insurability.

Registered Dietitian Preferred.

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present – Does not exist

O = Occasionally – Up to 1/3 of the time

F = Frequently – From 1/3 to 2/3 of the time

C = Constantly – 2/3 or more of the time

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1. STRENGTH:

A. Standing	40%	
Walking	45%	
Sitting	15%	
B. Lifting	F	40 lbs.
Carrying	F	40 lbs.
Pushing	C	40 lbs.
Pulling	C	40 lbs.
2. CLIMBING
BALANCING

	O	
	O	
3. STOOPING
KNEELING
CROUCHING
CRAWLING

	O	
	O	
	O	
	NP	
4. REACHING
HANDLING
FINGERING
FEELING

	C	
	C	
	O	
	O	
5. TALKING:

Ordinary	C
Other	O

 HEARING:

Conversations	C
Other Sounds	O
6. SEEING

Acuity, Near	C
Acuity, Far	F
Depth Perception	NP
Accommodation	O
Color Vision	NP
Field of Vision	O
7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

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8. **PHYSICAL DEMAND COMMENTS:** Long periods of standing, standing on cement floors.
Examples of lifting/carrying/pushing/pulling are #10 cans, trays, carts, hand trucks; reaching/handling are stocking supplies, chopping tomatoes; talking and hearing are normal conversations; visual acuity is monitoring kitchen and students.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not present in the job environment
S = Seldom – Under 5% of work day
O = Occasionally – Up to 1/3 of the time
F = Frequently – From 1/3 to 2/3 of the time
C = Constantly – 2/3 or more time

1. **ENVIRONMENT:**

Inside 100% Outside 0%

Comments regarding “Inside/Outside work site location” = Primary activity of job performed inside

2. **EXTREME COLD**

S

Comments regarding “Extreme Cold” = Refrigeration units

3. **EXTREME HEAT**

S

Comments regarding “Extreme Heat” = Stoves, ovens, fryers

4. **WET/HUMID**

S

5. **NOISE**

80 decibels

VIBRATION

NP

Comments regarding “Noise” = Normal working conditions

6. **HAZARDS:**

Mechanical

O

Explosives

NP

Electrical

S

Radiant Energy

NP

Burns

S

Other Hazard/s

O

Comments regarding “Mechanical Hazards” = Mixer, slicer

Comments regarding “Electrical Hazards” = Electrical appliances

Comments regarding “Burn Hazards” = Oven, steam tables

Comments regarding “Other Hazardous Conditions” = Wet surfaces on floor

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7. ATMOSPHERIC CONDITIONS:

Fumes	F
Mists	NP
Odors	S
Gasses	NP
Dusts	O
Poor Ventilation	O
Other Atmospheric Hazards	NP

Comments regarding "Fume Exposure" = Solvents, ovens

Comments regarding "Odor Exposure" = Oven cleaners, bleach, cleaner

Comments regarding "Dust Exposure" = Flour, pollen

Comments regarding "Poor Ventilation Conditions" = Not a problem if window is open, or fan is on.

8. PROTECTIVE CLOTHING – DEVICES: Latex/mesh gloves, hairnets, back braces, ax, fire extinguisher, aprons, rubber mats

9. E. C. SUMMARY: Inside Work: (2) (3) (4) 5 (6) (7). Numbers encircled by () indicate significant involvement of factors enumerated and rated above.