

JOB TITLE  
CONSULTANT  
SCHOOL AND COMMUNITY  
NUTRITION SERVICES<sup>1</sup>

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
ASSISTANT DIRECTOR  
SCHOOL AND COMMUNITY  
NUTRITION SERVICES

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
JULY 1, 2012 1/23/18

#### SCOPE OF RESPONSIBILITIES

Responsible for technical assistance and monitoring of all district school food service programs. Responsible for completion and follow-up of ~~required~~ program reviews. ~~and AccuClaim edit checks and audits.~~ Trains food service managers, ~~managing assistants, lead assistants, and assistants~~ school bookkeepers as necessary in the ~~all~~ areas of ~~program management, and operations to ensure high quality food, customer service, and compliance with all Child Nutrition Program regulations.~~ staff training, merchandising, accounting procedures including D-2 and supplementary reports, AccuClaim and Free/Reduced Price Meal Application processing procedures. ~~Communicates and reviews important program information with school principals and other school administrators to ensure understanding of program policies, procedures and requirements.~~ Assists in the development of instructional and information materials related to the area of assignment.

#### PERFORMANCE RESPONSIBILITIES

1. Assists in training and monitoring food service personnel ~~and bookkeepers.~~
2. Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated.
3. Conducts required program ~~and AccuClaim~~ reviews.
4. Provides written reports to Principals and relative staffs and makes recommendations for full compliance with federal and state regulations.
5. Monitors allowable ~~professional service~~ labor hours in each school location.
6. 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.~~ meal ticket distribution and coding, organization and maintenance of master lists and the handling of lost or misused tickets and approved collection procedures for meal services.
7. Reviews and advises food service managers on efficient procedures for food preparation, service, storage, use of ~~government commodities~~ approved software, perpetual food inventory, use of equipment, equipment inventory, work simplification techniques, employee relations, and the scheduling of work assignments for the most optimum use of assigned labor hours.
8. Monitors on-line responsibilities of managers and cashiers in accordance with ~~AccuClaim~~ required procedures.
9. Monitors sanitation and safety practices in all schools and makes recommendations for improvement.
10. Performs other duties as assigned by the Assistant Director School and Community Nutrition Services.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. 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 marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful ~~managerial~~ experience as a food service manager, ~~preferably in USDA National School Lunch and School Breakfast Programs.~~
3. Valid driver's license
4. Ability to communicate effectively.

#### DESIRABLE QUALIFICATIONS

1. Completion of two (2) years of college work in Food Service or related Management area
2. Five (5) years successful experience as a food service manager
3. **School Nutrition Association (SNA) Certificate or Credential.**

071201

02317-05-728

---

<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.