

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: MENU PLANNER

REPORTS TO: Director of Food Service

EXEMPT STATUS: Non-Exempt

APPROVED:

BASIC FUNCTION:

Create Standardized Recipes, Master Menus, Special Dietary Menus (Modified for Disabilities), Menu Cycles, and Production Records according to established federal and state guidelines utilizing nutrient analysis to ensure nutritious, reimbursable meals are served consistently across every federal program participated in by the Garrard County School District while achieving maximum use of federal commodity entitlement funds

REPRESENTATIVE DUTIES:

- Plan, develop, and coordinate menus and production records working fluidly with Food Service Director to create nutritious, compliant meals from products available via the bid process and commodity entitlement
- Identify compliant ingredients for creating recipes that meet guidelines
- Ensure that items served are nutritionally sound, meet Buy American requirements, are affordable, and creditable
- Cost out meals and examine nutrients using the Gordon Food Service Ordering system to access pricing and nutritional content of products
- Utilize HPS Menu Planner Software and/or Excel Spreadsheets to lay out menus and production records
- Ensure Garrard County School District menus meet all Federal and State Guidelines
- Maintain Buy American Exceptions Notebook, Smart Snacks Notebooks, Product Formulation Statements, Child Nutrition Labels, and Nutrition Information for all food products used in the Garrard County School District
- Participate in meetings to discuss modified diets for students with disabilities, allergies, and food intolerances.
- Investigate ingredients of products utilized in modified diets to ensure students with allergies are not exposed to ingredients that could harm them.
- Create Special Dietary Menus to accommodate disabilities, allergies, and food intolerances that are specific to the students that require them.
- Participate in menu planning-specific trainings, completing all required paperwork associated with that training to ensure compliance
- Maintain accuracy of meal components and product numbers across all platforms (recipes, menus, production records, and food usage sheets)

- Communicate with Food Service Director regarding program needs and any issues that arise with menu compliance
- Communicate with Managers and Director regarding menu item substitutions for supply chain shortages or special events
- Maintain regular attendance
- Duty to report to work
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current applicable District, Federal, and State laws, rules, and regulations related to food service
- Nutrition principles, standardized recipe development, food preparation, food safety, sanitation, and operation regulations and requirements
- Microsoft Office Suite (especially Excel Spreadsheets) and all applicable School Nutrition Menu Planning and Food Ordering Software (Specifically: HPS Recipe Planner and HPS Menu Planner)
- 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
- USDA Commodities and Processed Food allocations forecasting and ordering procedures
- Budget preparation and control
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Inventory methods and practices

ABILITY TO:

- Assure compliance with District, State and Federal requirements for Nutrition Programs
- Plan well-balanced, nutritional, compliant, and appetizing menus within a fixed budget
- Perform culinary math with speed and accuracy
- Read, interpret, apply, and explain federal, state, and local rules, regulations, policies and procedures concerning nutrition, meal pattern compliance, food production, sanitation, and procurement
- Quickly and routinely assess price impact, portion controls, food ordering methods, and inventory/storage standards
- Meet schedules and timelines
- Utilize technology required to produce standardized recipes, cycle menus, nutrient analysis, and production records

- Plan and organize work
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work independently with little direction

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or GED certificate as required by Kentucky law, 5+ years Food Service Experience utilizing menus and production records

LICENSES AND OTHER REQUIREMENTS:

Must have achieved or be willing to earn SNA Level 2 Certificate or higher within 3 years of hire. Annual renewal of the certificate should include 8 hours of applied nutrition and healthy meal planning and preparation

SALARY RANGE: \$5,000 per year