



~~NEW:~~ Revised
07/01/2019
07/01/2023

Submitted:
06/11/2019
01/17/2023

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| JOB TITLE: | CONSULTANT SCHOOL AND COMMUNITY NUTRITION SERVICES |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 5 6 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8102 |
| BARGAINING UNIT: | CLAP |

SCOPE OF RESPONSIBILITIES

Coordinates and monitors all aspects of the District school meal programs in an assigned area; responsible for providing on-site training and technical assistance to ~~managers, managing assistants, lead assistants, and assistants~~ School and Community Nutrition Services (SCNS) site based employees as necessary in all areas of program management and operations to ensure high quality food, customer service, and ensure compliance with all federal, state, and local school meal program requirements; responsible for completion and follow-up of required and routine program reviews; communicates and reviews important program information ~~with school Principals and other school administrators to ensure understanding of program policies, procedures and requirements and;~~ to all stakeholders and assists in the development of instructional and information materials related to the area of assignment. Provides human resource services related to recruitment, interviews, hiring, onboarding, and evaluating employees. Manages and completes the SCNS site-based employee evaluation processes and handles due process and discipline.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in training and monitoring site-based food service personnel

Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated

Conducts required and routine program reviews

~~Provides written reports to Principals related to food service program in their building and seeks input and recommendations for program improvement~~

Monitors allowable labor hours in each school location and collaborates with SCNS site-based management to maximize program performance and efficiency, and maintain employee morale

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

Reviews and advises food service managers on efficient procedures for food preparation, service, storage, use of approved software, use of equipment, equipment inventory, work simplification techniques, employee relations, and the scheduling of work assignments for the most optimum use of assigned labor

Monitors on-line responsibilities of managers and cashiers in accordance with required procedures

Monitors sanitation and safety practices in all schools and makes recommendations for improvement

~~Collaborates with Human Resources, Employee Relations, and SCNS administrators to address SCNS employee performance and other issues in accordance with the District requirements~~

~~Interviews and hires SCNS site-based employees following District procedures/guidelines~~

~~Collaborates with other SCNS administrators to identify training topics and assists to develop and deliver training as needed~~

Executes the Human Resources employee evaluation process, including monitoring initial probation, transfer and reassignment probation and annual summative evaluations
Maintains security of confidential information and materials

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 market changes in temperature and humidity. Driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful managerial experience ~~as a food service manager~~, (preferably in USDA National School Lunch and School Breakfast Programs) **or Human Resources**

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Completion of two (2) years of college work in Food Service or related Management area

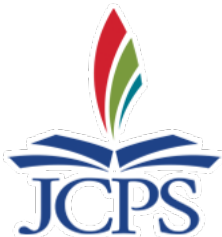
Five (5) years successful experience as a food service manager

School Nutrition Association (SNA) Certificate or Credential

Experience in a diverse workplace

Footnote

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



Revised Submitted:
07/01/2023 01/17/2023

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| JOB TITLE: | CONSULTANT SCHOOL AND COMMUNITY NUTRITION SERVICES |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 6 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8102 |
| BARGAINING UNIT: | CLAP |

SCOPE OF RESPONSIBILITIES

Coordinates and monitors all aspects of the District school meal programs in an assigned area; responsible for providing on-site training and technical assistance to School and Community Nutrition Services (SCNS) site based employees as necessary in all areas of program management and operations to ensure high quality food, customer service, and ensure compliance with all federal, state, and local school meal program requirements; responsible for completion and follow-up of required and routine program reviews; communicates and reviews important program information to all stakeholders and assists in the development of instructional and information materials related to the area of assignment. Provides human resource services related to recruitment, interviews, hiring, onboarding, and evaluating employees. Manages and completes the SCNS site-based employee evaluation processes and handles due process and discipline.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in training and monitoring site-based food service personnel

Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated

Conducts required and routine program reviews

Monitors allowable labor hours in each school location and collaborates with SCNS site-based management to maximize program performance and efficiency, and maintain employee morale

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

Reviews and advises food service managers on efficient procedures for food preparation, service, storage, use of approved software, use of equipment, equipment inventory, work simplification techniques, employee relations, and the scheduling of work assignments for the most optimum use of assigned labor

Monitors on-line responsibilities of managers and cashiers in accordance with required procedures

Monitors sanitation and safety practices in all schools and makes recommendations for improvement

Collaborates with Human Resources, Employee Relations, and SCNS administrators to address SCNS employee performance and other issues in accordance with the District requirements

Interviews and hires SCNS site-based employees following District procedures/guidelines

Collaborates with other SCNS administrators to identify training topics and assists to develop and deliver training as needed

Executes the Human Resources employee evaluation process, including monitoring initial probation, transfer and reassignment probation and annual summative evaluations
Maintains security of confidential information and materials

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

| PHYSICAL DEMANDS |
|---|
| The work is performed while standing or walking. 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 market changes in temperature and humidity. Driving automotive equipment, and exposure to dust, fumes, and gases. |

| MINIMUM QUALIFICATIONS |
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| High School Diploma or G.E.D. |
| Three (3) years successful managerial experience (preferably in USDA National School Lunch and School Breakfast Programs) or Human Resources |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Completion of two (2) years of college work in Food Service or related Management area |
| Five (5) years successful experience as a food service manager |
| School Nutrition Association (SNA) Certificate or Credential |
| Experience in a diverse workplace |



NEW: Submitted:
07/01/2023 01/17/2023

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|------------------------|--|
| JOB TITLE: | COORDINATOR HUMAN CAPITAL NUTRITION SERVICES |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Manages the Human Resource functions related to site-based employees. Supports the Supervisors School and Community Nutrition Services including assistance with interviewing, hiring, employee relation issues and evaluations. Ensures compliance with federal, state statues and District policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and guidance to the Supervisors School and Community Nutrition Services related to Human Resource functions.

Oversees and trains employees on interview protocols, evaluations and issues related to employee relations

Ensures all hiring policies and procedures are followed

Collaborates with other SCNS administrators to identify training topics and assists to develop and deliver training as needed

Prepares, and/or assists in preparation of reports, records and other documentation as required

Connects SCNS employees to Human resources services as needed

Completes all training and other compliance requirements as assigned and by the designated deadline

Collaborates with Human Resources, Employee Relations, and SCNS administrators to address SCNS employee performance and other issue in accordance with District requirements

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements

Demonstrates effective oral and written communication of personnel rules and related procedures

Maintains security of confidential information and materials

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying, or pushing or pulling of light objects. Employee will at times, be asked to drive to events, schools, or community activities.

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of experience in Human Resources

Demonstrated organizational, communication, management, and interpersonal skills

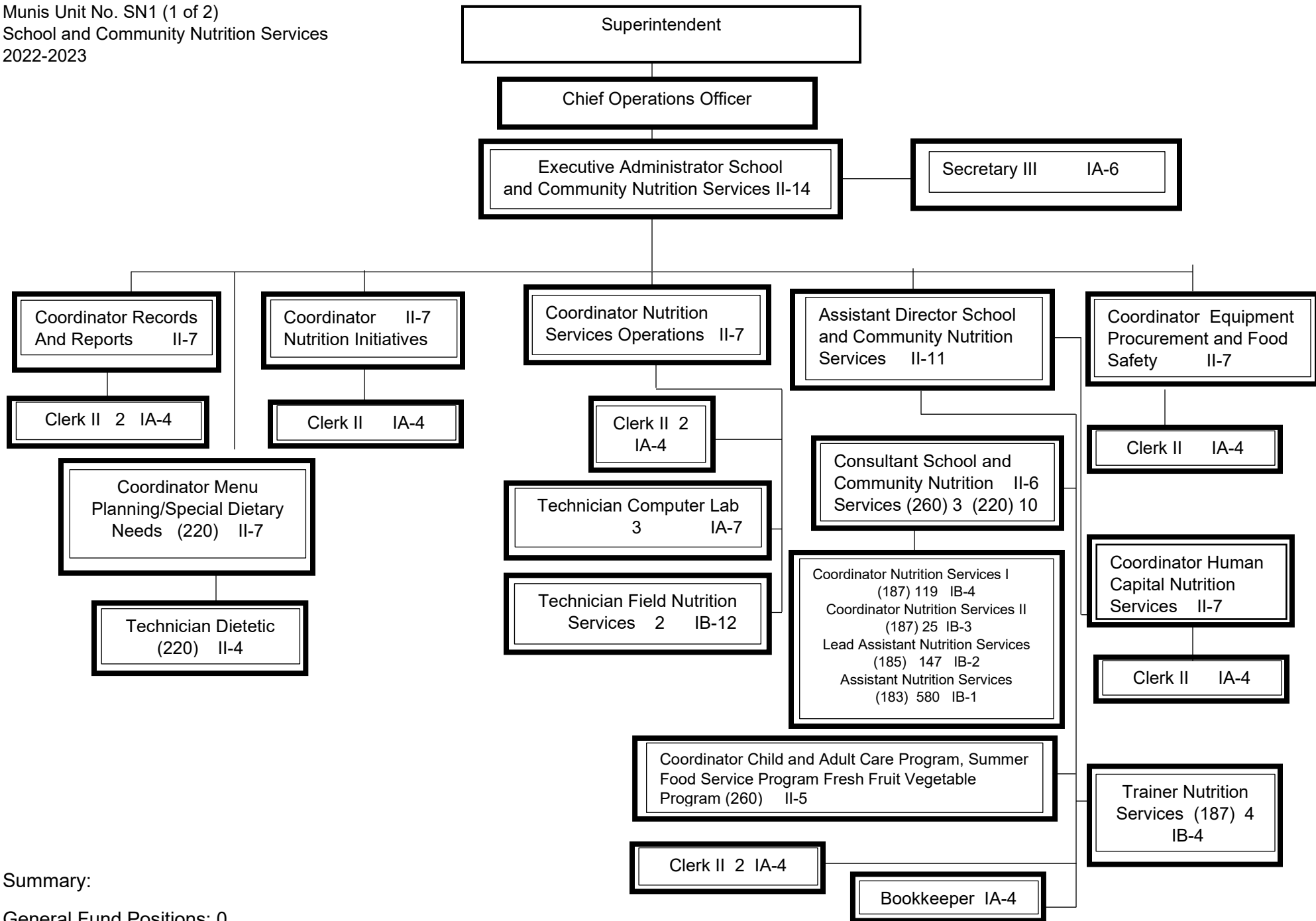
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| Experience with reviewing, interviewing, and onboarding job applicants |
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| DESIRABLE QUALIFICATIONS |
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| Successful experience in institutional food, food place management, school food service or related field |
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| Experience working in a diverse workplace |
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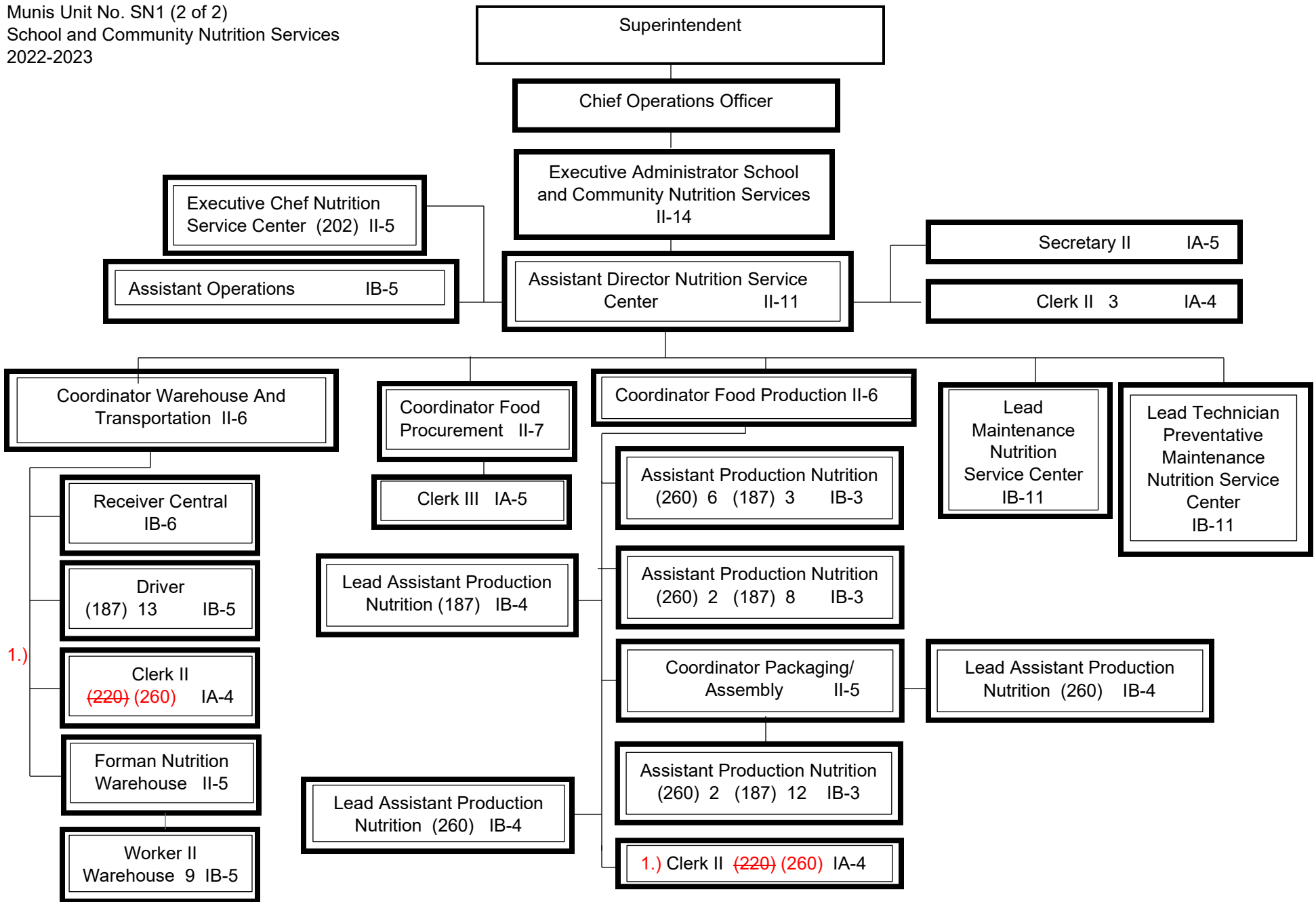




Summary:

General Fund Positions: 0

Categorical Fund Positions: 914



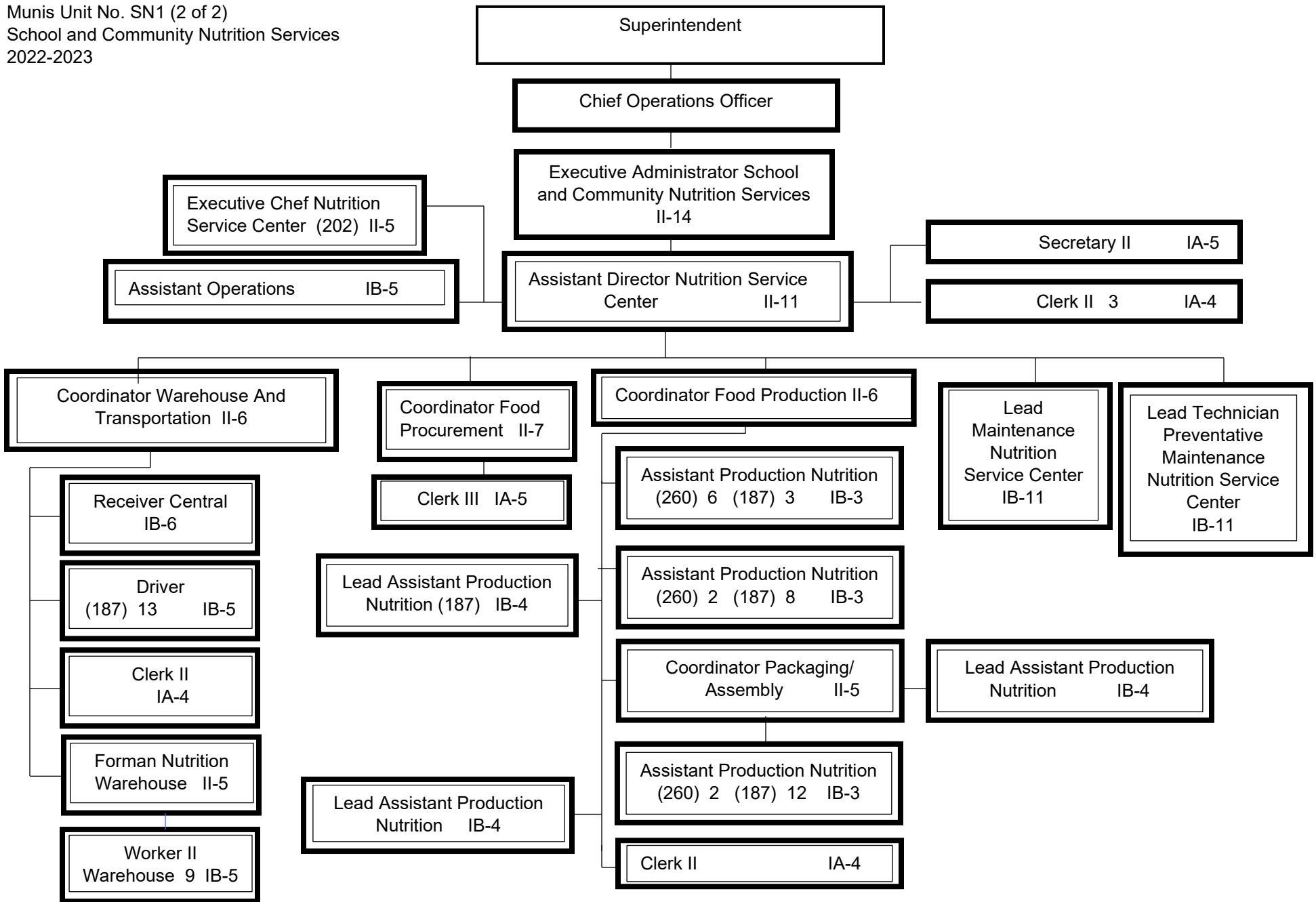
Summary:

1.) Increase working calendar from 220 days to 260 days.

General Fund Positions: 0
 Categorical Fund Positions: 76

H=2 (2 of 2)

Submitted: 06/28/2022 01/17/2023
 Effective: 07/01/2022 01/18/2023



Summary:

General Fund Positions: 0
 Categorical Fund Positions: 76

H=2 (2 of 2)

Submitted: 01/17/2023
 Effective: 01/18/2023