

## **Madera Unified School District Classified Job Description**

### **Child Nutrition Specialist**

#### **Purpose Statement**

The job of Child Nutrition Specialist was established for the purpose/s of supporting the educational process with specific responsibility for planning, organizing, directing and reviewing the District's food service operations; planning the Master Menu; monitoring, analyzing and reporting nutrient analysis; and ensuring compliance with federal requirements and other regulations pertaining to school district nutrition program.

This job reports to Director of Child Nutrition.

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#### **Essential Functions**

- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Develops and tests recipes for the purpose of determining attractive food presentation, taste and compliance with child nutrition standards.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Plans the District's Master Menu for students and staff for the purpose of ensuring that federal guidelines are followed for child nutrition programs.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions (e.g. food purchases, equipment, menus, programs, etc.) for the purpose of providing direction for meeting the district's goals and objectives.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements:**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; principles of supervision and training; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; food and nutrition principles; recipe development and analysis; sanitation and food handling procedures; food technology; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

### **Minimum Qualifications**

**Experience** Three years of work experience in a large food facility; preferably experience in a school food service program which includes both the elementary and secondary school levels, and experience in delegating and supervisory of employees.

**Education** High school diploma or equivalency.

Associate of Arts degree from a nationally approved accredited college or university in food service management, or nutrition or related field.

Possession of, or ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination.

#### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

#### **Certificates**

ServSafe Certificate  
Valid CDL

#### **Continuing Educ./Training**

Maintain as needed

#### **Clearances**

DOJ/FBI /Background Clearance  
TB Clearance  
Physical Demands(D)

#### **FLSA Status**

Non Exempt

#### **Approval Date**

#### **Salary Range**

Classified Supervisory Salary Schedule - Range 6