



Mobile County PUBLIC SCHOOLS

Job Description Title – Child Nutrition Program Specialist

SUPERVISED BY/REPORTS TO: Food Service Director or her/his designee.

FLSA Designation: Non-exempt

JOB GOAL: To facilitate improved performance in school kitchens by providing on-site leadership and mentoring to CNP staff in order to promote consistency in CNP practices throughout the district and ensure the provision of high quality, nutritious food service that meets established CNP regulations.

QUALIFICATIONS:

- A. Bachelor's degree or equivalent educational experience with academic major in one the following: Food Science Management, Nutrition Education, Business or a related field or 5 years knowledge and experience in areas of institutional food service operations, management, business and/or Nutrition education.
- B. Official college transcripts must be provided by the interview time.
- C. Two or more years of experience in the food service industry or a related field and must hold ServSafe Certification or equivalent.
- D. Must have a Food Handler Card.
- E. Must have a valid driver's license and be willing to use a personal vehicle for travel around the school system and to various meetings. Will be paid according to current IRS rates.
- F. Must be insurable as determined by an investigation into private and business driving records within any consecutive three-year timeframe.
- G. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- H. Good general health, clean in attire and appearance.
- I. Ability to understand and follow oral and written instructions.
- J. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to sit, walk, or stand for possible long periods of time.

- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds and push or pull up to 50 pounds.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Follow all rules, policies, and procedures of Mobile County Public Schools, along with state and federal regulations relevant to the child nutrition department.
2. Promotes compliance, alignment, and collaboration among school kitchen operations and supports the continuous improvement of CNP programs through regular onsite visits and consulting with assigned school kitchen.
3. Observes assigned school kitchens and Summer Food Service Program serving locations and identifies areas in which additional training and professional development are needed to address existing or potential issues and refine knowledge and skills based on observation results.
4. Adheres to USDA standards, including but not limited to the Healthy, Hunger-Free Kids Act, and mandated nutritional and dietary requirements of the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program, as well as applicable federal and state regulations, school system rules, administrative procedures, and local Board policies.
5. Conducts audits as appropriate to ensure the quality of services are in keeping with established regulations and standards, ensuring compliance with USDA regulations, and reports findings to the Food Service Director.
6. Delivers training to CNP staff in groups or individually to provide new hire orientation, skill training, model best practices, and demonstrate approved procedures for food and recipe preparation, cash handling, safety, sanitation, equipment operations, etc.
7. Ensures proper procedures are followed for purchasing, ordering, deliveries, and inventory; may assist CNP Managers as needed in contacting approved suppliers, distributors, and vendors to gain information and resolve issues such as recalls, expired goods, quality concerns, substitutions, cancellations, etc.
8. Provides direction, feedback, and support to CNP Managers regarding daily kitchen operations, performance of duties, and associated personnel and communication issues; may assist in the resolution of escalated personnel issues and concerns of a more complex nature.
9. Works with CNP Managers to assess staffing needs and coordinate work schedules and duties to ensure sufficient coverage for each work shift, including receiving and logging requests for temporary staff and coordinating with staffing agencies to fill vacancies if needed.
10. Assists CNP Managers with maintaining, monitoring, and interpreting weekly financial data and reports specific to their location; identifies existing and foreseeable issues in order to address and resolve in a timely manner.
11. Communicates effectively with MCPSS staff, faculty, students, parents, community members, and other stakeholders for the purpose of providing information, seeking support, and promoting a positive perception and common understanding of the school district's CNP and all related programs.
12. Provides support and input to the Food Service Director and other department staff as needed in the implementation and enforcement of department policies and procedures regarding nutrition, sanitation and safety, food preparation and service, and kitchen equipment operation for both regular school year and Summer Food Service Program operations.
13. Prepares and reviews various reports and program data for the CNP program within school kitchens and the Summer Food Service Program, including menus, financial summaries, meal counts, participation data, inventory lists, production summaries, personnel documentation, and other reports, for the purpose of recording activities and providing reliable and up-to-date information to department leadership and others as required and/or requested.
14. Train managers and operate Heartland software for Point of Sales, inventory, and nutri-kids.

15. Attends various meetings as appropriate to present and discuss information related to CNP.
16. Participates in a variety of approved trainings, activities, and events, including in-service programs, seminars, conferences, workshops, etc. to address professional learning needs.
17. Travels to various MCPSS schools and facilities in order to perform job-related duties.
18. May perform duties related to recipe development and menu planning such as developing menus for the breakfast and lunch programs, introduce and modify standardized recipes to meet USDA guidelines, train CNP Managers in using special menus for students with special dietary needs, and serve as a resource for nutrition information to the school district including HACCP implementation, Wellness Plan, etc.
19. Ability and willingness to work in a highly demanding, stressful environment.
20. Maintains appropriate confidentiality regarding school/workplace matters.
21. Attends all required training meetings and workshops.
22. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
23. Performs other duties as assigned by the CNP Food Service Director.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee may be exposed to the typical high temperatures and scents found in working kitchens.
- ✓ The employee must be able to meet deadlines with time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a cafeteria that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Food Service Director or her/his designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the Food Service Director or his/her designee. Vacation Leave is earned. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.