



REVISED: 07/01/2023  
Submitted: 01/17/2023

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

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

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