

CHILD NUTRITION PROGRAM INNOVATOR

DEFINITION

Under the direction of the Agent of Child Nutrition, assists in the oversight, management and administration of program innovations for Child Nutrition. This position will manage, evaluate, and coordinate activities in the National School Lunch, School breakfast, Afterschool Snack, and Fresh Fruit and Vegetable/Garden programs. Develops, implements and monitors comprehensive nutrition education programs, wellness program and promotions within District schools to educate students and staff on nutrition and healthy eating habits; and performs related duties and assigned

ESSENTIAL DUTIES

- Plans, coordinates and implements nutrition education for all grade levels throughout the district.
- Promotes, organizes and coordinates events and activities regarding nutrition education and the marketing of health and wellness.
- Plans, prepares and disseminate nutrition information to the students, parents and community.
- Recruit, organize and maintain Student Nutrition Advisory Groups through the district.
- Participates in the testing and selection of new nutrition service products, supplies, materials, and equipment.
- Conduct student product testing and ensure evaluations are completed and results tabulated
- Provides leadership and participates in programs and activities that promote a positive employee relations environment
- Assists in the application of grants for new and existing programs
- Ensures program development adheres to all Federal, State and District guidelines.
- Assists in developing department annual professional trainings and updating department procedures
- Arranges and conducts training classes and evaluates trainee performance
- Assists in conducting research to improve quality and service
- Assists in developing and participates in public relations projects
- Responsible for management of the Fresh Fruit and Vegetable and Farm to Table Programs
- Attend a variety of meetings, workshops, conferences, seminars, and vendor shows to maintain knowledge of current trends and program regulations

QUALIFICATIONS

Knowledge of:

Methods and techniques of overseeing, implementing and managing Food Service Program; including cost accounting techniques and orientation and training methods.

Methods of quantity food preparation, service and storage; including safe and proper temperature of heated foods and portion controls.

Federal and state health and safety regulations as they apply to food preparation and services.

Federal and state regulations governing child nutrition programs such as USDA donated food usage, farm to school, Fresh Fruit and Vegetable Program, National School Breakfast and National School Lunch Programs.

Methods and procedures for efficient staff utilization including time and motion studies and work scheduling.

Methods and practices of sanitary food handling and storage.

Methods of proper operation and maintenance of food service equipment.

Techniques of record-keeping, ordering of food and equipment, inventory maintenance and grant applications.

Principles and practices of effective management and supervision.

District classified human resources policies and procedures and labor contract provisions.

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Ability to:

Organize, manage, coordinate, implement, administer, oversee and evaluate District-wide Child Nutrition programs.

Supervise, train and evaluate performance of assigned staff.

Develop and implement operation and training policies and procedures.

Maintain records, compile and verify data and prepare reports.

Operate standard kitchen machines and equipment safely and efficiently.

Operate a computer using word processing, spreadsheet and other business software. Communicate clearly and effectively, orally and in writing.

Use tact, discretion and courtesy in dealing with sensitive situations and individuals.

Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty, parents, students and other encountered in the course of work.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical activities that persons performing service within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will frequently walk , stand or sit for extended periods of time, and may occasionally involve ascending and descending ladders, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

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

EXPERIENCE AND EDUCATION

Experience: Four years of responsible experience coordinating and directing a comprehensive school district food service program. Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business and nutrition education.

Education: Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. A current ServSafe certificate.

Condition of Employment: Insurability by the District liability insurance carrier may be required.

03/21/19