**Child Nutrition Menu Development Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition

**Dept/Campus:** Child Nutrition **Paygrade:** PP-6

**Wage/Hour Status:** Nonexempt **Date Revised: July** 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Facilitate the efficient operation of the Child Nutrition administrative office and provide clerical services for the administrative staff.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Associate Degree in Culinary Arts Preferred

Serve Safe Certification

**Special Knowledge/Skills:**

Proficient skills and accuracy in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Ability to operate computer, multi-line telephone system, and maintain accurate database information

Patient and calm demeanor with students and others

**Experience:**

One to three years of secretarial/clerical experience preferably in a public education environment

Knowledge of menu planning, industrial food service equipment, USDA and TDA regulations

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Create high quality meals that meet regulatory guidelines for all programs served by the district.
2. Publish monthly menus on web sites of all districts.
3. Test and develop high quality recipes.
4. Mange non program food offering list and provide pricing and smart snack calculations for each item sold.
5. Assist with forecasting commodity and general grocery item usage
6. Maintain allergy alerts in POS system and file allergy forms in operations.
7. Maintain records of CN labels and Signed Product Analysis Statements for applicable menu items.
8. Effectively utilize the Food Buying Guide in menu development and keep records to show compliance.
9. Conduct student led menu development focus groups.
10. Attend the Region 8 Food Show yearly and take a group of students to assist in menu development planning.
11. Develop and implement tray line presentation that projects a positive image of the department.
12. Train staff on culinary skills, food presentation, OVS and reimbursable meal requirements.
13. Conduct yearly nutritional analysis of planned menus.
14. Prepare and publish breakfast outreach materials.
15. Prepare monthly departmental newsletter.
16. Create Production Records for all meals served.
17. Maintain records of all crediting information and nutritional analysis for yearly menus.
18. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
19. Maintain an accurate knowledge base and comply with federal, state, district, and school policies and regulations.
20. Correctly file all operational records for regulatory agency review data.
21. Attend summer workshops and in-service days.
22. Assist with catering set-up, service, and preparation of food. Also assist with clean up when required.
23. Act as substitute for food service positions when necessary.
24. Must maintain a positive attitude and working relationship with all employees.
25. Keep files to support monthly claim for reimbursement including: nutritional analysis and monthly menus.
26. Create production records for all meals and snacks served ensuring all federal and state regulations are being met.
27. Create and distribute cafeteria signage ensuring all state and federal regulations are met.
28. Update departmental website.

**SUPERVISORY RESPONSIBILITIES:** None

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, scanner, multi-line telephone system, and other modern office equipment

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress and a clear focus on customer service

**Physical Demands:**

Must be able to position and move about within the work area. Ability to retrieve, transport, position/reposition items, supplies and equipment; typically, frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; prolonged use of computer; frequent interruptions; ability to transport and reposition 50 lbs.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date