**Production Record/ Logistics Specialist for Child Nutrition Programs**

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

**Reports To:**  Coordinator of Child Nutrition **Classification:** Paraprofessional

**Dept / Campus:** Child Nutrition **Paygrade:** PP-5

**Wage/Hour Status:** Exempt **Revised:** October 2020

**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:**

Supervise cafeterias in all areas of food preparation to ensure that the cafeteria meets guidelines set by TDA.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

Completion of HACCP sanitation course prior or during the first year of employment

**Special Knowledge/Skills:**

Ability to use personal computer and software to develop spreadsheets, databases, perform word processing

Proficient skills in typing, word processing, and file maintenance

Effective organization, communication, and interpersonal skills

Knowledge of Child Nutrition Program regulations

Knowledge of federal and state laws regarding food preparation and service

Calm and patient demeanor

**Experience:**

Five or more years experience in a food service environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain production record files for all campuses.
2. Ensure that each campus production record is completed fully and accurately with adequate amounts of each food component served to support the number of reimbursable meals claimed for each meal service.
3. Ensure that each campus food production records are accurately reported when verified against edit checks to ensure no over or under claiming of meals occurs.
4. Have all production records verified for accuracy no later than the 5th of the following month to allow for claims processing by the 10th of the month.
5. Alert CN Coordinator of any issues with accuracy of production records.
6. Assist Comptroller with invoice verification.
7. Assist Inventory Clerk with food order processing in Nutrikids.
8. Assist Inventory Clerk with spot check of inventory.
9. Assist with verification of accuracy of pallets pulled for campus delivery.
10. Attend in-service workshops to keep abreast of new techniques and operations.
11. Prepare correspondence, forms, and reports as assigned by the Director of Child Nutrition.
12. Be prepared to take initiative and work independently to accomplish the goals and needs of the Child Nutrition department.
13. Accurately maintain and update files, manuals, handbooks, and production records along with computer menu scheduling for computerized production records.
14. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
15. Maintain strict confidentiality.
16. Assist with planning, preparing and serving catering functions.
17. Comply with professional code of ethics and conduct.
18. Responsible for trouble shooting computer problems, notifying appropriate personnel and quickly resolving computer related problems.
19. Assure managers are maintaining proper inventory value.
20. Act as substitute for Child Nutrition positions when necessary.

19. Help with pre-preparation and break down of events for in and out of house catering. Required to work nights

 and weekends as needed.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Computer, typewriter, printer, fax machine and copier. Knowledge of various kitchen and food preparation equipment.

**WORKING CONDITIONS:**

**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. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Work with frequent interruptions; ability to communicate effectively (verbal and written); maintain emotional control under stress;

**Physical Demands:**

Frequent district-wide travel; exposure to extreme hot and/or cold temperatures: ability to lift 50 lbs.; must be willing to work evenings, weekends, and holidays to assure that scheduled events have adequate personnel

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