**Child Nutrition Safety & Sanitation Specialist**

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

**Reports To:** Director of Child Nutrition

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

**Wage/Hour Status:** Exempt  **Date Revised:** August 2015

**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 use of the Child Nutrition Office and provide clerical services for the Director of Child Nutrition. Oversee the safety and sanitation requirements/programs of Child Nutrition staff and facilities. Work under general supervision and handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

Serve Safe Certification Instructor (qualifications within 6 months of employment)

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance

Strong organization, communication and interpersonal skills

Basic math skills

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

Proficient keyboarding skills

Ability to follow written instructions

Ability to operate multi-line phone system

Extensive knowledge of records required to support claims for Child Nutrition Departments

Ability to recognize reimbursable meals

Knowledge of Child Nutrition Program Regulations

**Experience:**

Three or more years in a managerial position in a quantity food production facility. Extensive knowledge in food safety, sanitation and quantity food production. Proven success in passing state sanitation inspections.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Ensure departmental readiness for State Health Department Inspections.
2. Collect and file Texas Department of State Health Services Retail Food Establishments Inspection Reports. Keep Department director informed of each production sites inspection rating results.
3. Prepare correspondence, forms, and reports as assigned by the Director of Child Nutrition.
4. Be prepared to take initiative and work independently to accomplish the goals and needs of the Child Nutrition department.
5. Act as substitute for food service positions when necessary.
6. Observe location operations for compliance with temps, meal pattern and portion sizes.
7. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
8. Maintain strict confidentiality.
9. Maintain a positive and effective relationship with supervisors, co-workers, students, district administrators and community, addressing problems or concerns in a prompt and courteous manner.
10. Communicate effectively with all levels of district employees, outside agencies, and the general public.
11. Distribute, review and file daily/weekly cleaning schedule for each food preparation facility.
12. Prepare and present training materials for Manager/Cafeteria Staff regarding food safety and sanitation..
13. Inspect food production areas for food safety and sanitation triggers. Develop corrective action plans and train staff as needed.
14. Inspect waste management areas to ensure trash containers are covered and free from odors. Create corrective action pans as needed and communicate with Maintenance.
15. Review and file temperature records of prepared foods and holding equipment for each facility, ensuring temperatures comply with regulatory agency guidelines. Create corrective action plans and communicate with food service maintenance as needed.
16. Ensure that schools are managing inventory appropriately and utilizing FIFO inventory rotation to ensure food safety and optimal quality of finished products.
17. Conduct periodic reviews of each food production site to ensure that all equipment and small wares are clean, sanitary and in proper working order.
18. Update and distribute departmental HACCP plan and ensure that each food production site and the central warehouse are complying and the HACCP plan.
19. Teach Serve Safe Sanitation Course to Child Nutrition Staff to ensure new hires are certified and current staff maintains active certification.
20. Conduct on site reviews at each campus and verify compliance with daily meal patterns. Communicate findings to Assistant Director of Child Nutrition.
21. Inspect facilities for pest control effectiveness. Create corrective action plans as needed and communicate with maintenance.

**SUPERVISORY RESPONSIBILITIES:** Cafeteria Managers, Food Production Staff and Catering Staff.

**EQUIPMENT USED:**

# Personal computer, calculator, scanner, printer, fax, two-way radio, multi-line phone system, and copier

**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/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; 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; Occasional travel within the district and extended work hours

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