

SPECIALIST -- FOOD AND NUTRITION SERVICES (Continued)

- * (7) Monitor and ensure that sanitation and safety program of the department is implemented in each school food service program in operation.
- * (8) Oversee and assess the effectiveness of promotional programs used in the department and revise as needed.
- * (9) Serve as the resource for nutrition education programs for food service staff.
- * (10) Assist in developing and coordinating special projects of the department.
- * (11) Provide technical direction to food service managers and their staff in the operation of food service programs.
- * (12) Review food service programs of schools and centers.
- * (13) Analyze food service operations for cost effectiveness.
- * (14) Submit reports and maintains records as required or requested.
- * (15) Plan, organize, and conduct training for food and nutrition services staff and others in regulations and procedures.
- * (16) Recommend purchase of equipment as necessary.
- * (17) Coordinate special meal service for programs, as well as satellite services.
- * (18) Supervise employees' compliance with food service quality assurance program.
- * (19) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
- * (20) Adhere to applicable safety standards.
- * (21) Attend all staff meetings and workshops.
- * (22) Assist with maintaining a clean and orderly environment.
- * (23) Be knowledgeable of and adhere to Board Policies and departmental procedures.
- * (24) Communicate effectively with staff members, administrators and other contact persons using tact and good judgment.
- * (25) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Demonstrate support for the school district and its goals and priorities.
- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Follow attendance, punctuality and proper dress rules.
- * (30) Maintain confidentiality regarding school/workplace matters.
- * (31) Maintain expertise in assigned area.
- * (32) Manage time efficiently.
- * (33) Model and maintain high ethical standards.
- * (34) Participate in cross-training activities as required.
- * (35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (36) Prepare all required reports and maintain updated and accurate records.
- * (37) Represent the District in a positive and professional manner.
- * (38) Respond to inquiries and concerns in a timely manner.
- (39) Perform other duties as assigned.
- * (40) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

SPECIALIST -- FOOD AND NUTRITION SERVICES (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 09

Adopted 10/19/10