



NUTRITION SERVICES REGIONAL ASSISTANT

Position Summary

Assists Nutrition Services Manager(s) in monitoring the district's decentralized food service programs to assure compliance with USDA and district regulations; implements corrective actions and program improvements as required. Distinguished by the requirement for knowledge of institutional food service management and USDA Child Nutrition Program regulations.

Supervisory Relationships

Reports to Nutrition Services Manager(s) and/or department director; provides technical guidance to Nutrition Services staff.

Essential Functions

The statements below reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform a subset of these duties or other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

1. Conduct random inspections of kitchen facilities, food storage, food handling, and menu preparation practices to assure schools provide cost-effective, nutritionally balanced meal programs within USDA and health regulations. Identify and recommend solutions to operational or procedural problems.
2. Identify need for, schedule, and conduct in-service training to kitchen staffs in sanitation requirements and techniques recordkeeping, goal setting, new food products, and menu items, and food preparation.
3. Develop performance standards and evaluate on the job training of substitutes.
4. Develop economical, nutritional standardized food preparation procedures; modify as necessary to maximize the use of individual kitchen's available equipment and staff.
5. Participate in developing cost-effective nutritional recipes by researching modifying, and assigning new recipes to kitchen coordinator for production. Assess the final product and modify ingredients and or instructions as necessary. Determine production costs and serving size, add acceptable recipes to menus.
6. Develop and implement internal control procedures for purchasing and accounting for food, paper, and equipment. Train and assist with recordkeeping systems and cash handling procedures.
7. Standardize district kitchen equipment requirements and assist with life-cycle replacement planning.
8. Prepare department financial reports and assist with strategies to increase program profitability and participation.
9. Supervise new product testing process design testing procedures, assist in the analysis of results and writing order specifications for approved products.

10. Develop and implement communication and outreach strategies to publicize school food service programs including monitoring vended meal agreements.
11. Meet Child Nutrition Program requirements for professional development through continuing education, seminars, reading, and professional society relationships.
12. Maintains regular and prompt attendance.
13. Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities

1. Considerable knowledge of state, federal, and local nutritional food service regulations and ability to communicate the principles, practices, and application of institutional food service management.
2. Ability to safely operate food service preparation equipment such as mixers, food slicers, convection and deck ovens, and dishwashers.
3. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements and procedures.
4. Knowledge of and ability to communicate cost accounting and bookkeeping procedures.
5. Ability to operate standard and program-related office technology and software, including Microsoft Office Suite and Google drive. Requires strong computer and internet research skills.
6. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
7. Flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal and external stakeholders (e.g., staff, parents, students, and the general public) is required.
8. Sensitivity to handling confidential matters is required.
9. Ability to work accurately in a fast-paced environment, under tight work timelines.
10. Knowledge of and ability to communicate District policies and procedures.
11. Ability to anticipate organizational needs, and work independently without direct supervision.
12. Ability to perform work with only general direction and a statement of objectives.
13. Ability to work independently with multiple interruptions throughout the day.

Minimum Qualifications

- High school graduation or equivalent.
- Three years of school food service experience.
- Access to reliable transportation.
- Valid state driver's license.
- Current Lane County Food Handler's Card or ServSafe certification.
- Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

Preferred Qualifications

- Bachelor Degree in business, public administration, education, hospitality, dietetics, or related area strongly is preferred.
- Multicultural experience and bilingual proficiency in world language preferred.
- Preferred experience in project management or managing or coordinating programs remotely.

Working Conditions

1. This is a full-time 12 month classified position; occasional overtime; occasional work in evenings; position may be required to work during hazardous weather or other non-school days as necessary for program functioning.
2. Work is performed in both a fast-paced, open-office environment with frequent disruptions, and school meal service locations, both indoors and outdoors.
3. Frequent travel to district sites and school kitchen locations.
4. Incumbents may be exposed to the danger of injury from food preparation machinery, ovens, and sharp knives.
5. The work environment will frequently include moderate noise and exposure to wet and dry conditions, fumes, cleaning solvents, vibration, significant temperature changes, hazardous chemicals, and blood-borne pathogens.
6. The incumbent must be able to remain stationary for prolonged periods, position and reposition oneself in restricted spaces, push, pull, bend, stoop, kneel, reach, write, speak, and hear. Occasional moving objects and materials up to 75 pounds may be required.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 13 – 12 month
Developed by	Bernadette Adeniran, HR Administrator
Approved by	Karen Hardin, Director Human Resources
Last revised	06/16/20