



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Food & Nutrition Specialist**

Position Type: Classified	Department: Food and Nutrition
Salary Schedule: Classified	Reports to: Food and Nutrition Director
Salary Range: 24	Location: Materials Distribution Center
Term of Employment: 12 months	Date: July 1, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Manages Food and Nutrition student information system, including but not limited to meal benefit certification, parent communication, verification and reporting for program reimbursement submittals and auditing compliance. Manages food service equipment and assists with food safety monitoring and compliance. Assists cafeteria and office staff as needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Manages free and reduced-price meal benefits, including preparation and distribution of meal applications, certifying applications, conducting verification process, managing all aspects of Direct Certification, and submitting and maintaining all required reports and documentation.
- Performs annual updates in Food and Nutrition Student Management System related to student meal accounts and meal benefits.
- Manages student meal account refunds and negative balance collection efforts.
- Coordinates Food & Nutrition automated parent messaging related to meal accounts and benefits.
- Assists Director with CNPWeb submittals, including monthly reimbursement claims, program renewal applications, site and program updates.
- Manages food service equipment, including submitting repair work orders, assisting in procurement, managing smallwares and surplus inventory, and coordinating fixed asset tracking and disposal.
- Coordinates final set-up of new kitchens and kitchen prep and re-set for renovation projects.

- Manages food safety inspection reports, food safety training and certifications for Cafeteria Managers.
- Assists with site monitoring for Child Nutrition Programs compliance.
- Assists with various food and nutrition related community service initiatives such as PEBT, food donations, recycling, etc.
- Assists cafeteria manager with opening of new schools and with employee staff training.
- Follows standards of safety food handling. Applies Hazard Analysis Critical Control Points (HACCP) principles.
- Attends manager and staff meetings as required.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Provides cafeteria and office substitute coverage on a program need basis.
- Completes other job related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have a basic knowledge of computers, including Microsoft Office and internet-based applications.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Completes assigned tasks and projects in a competent and timely fashion.
- Uses professional day in a productive manner.
- Demonstrates effective management of all fiscal resources and responsibilities.

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Food Handler's Certificate obtained from Maricopa County.
- Must hold Food Safety manager certification from an approved sanitation course.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED) required.
- Must have knowledge of all phases of food preparation, sanitization and service.
- One to three years experience with the National School Lunch Program preferred.
- Significant comfort with technology and learning new online software.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee is occasionally exposed to extreme temperatures.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.