DATE: December 9, 2019
POSITION: Child Nutrition Production Coordinator
LOCATION: H. Dean Evans Community and Education Center
CALENDAR LENGTH: 12 Months/247 Paid Days
WORK SCHEDULE: 8:00 a.m. to 4:30 p.m., Monday through Friday
CLASSIFICATION: Child Nutrition
STATUS: Salaried
STARTING SALARY: $40,508.00 annually

JOB OBJECTIVE:
The Child Nutrition Production Coordinator reports to the Supervisor of Child Nutrition and the Assistant Child Nutrition Supervisor. The Production Coordinator provides assistance and support to all child nutrition programs in schools. Manages and trains staff in food handling, preparation, service, sanitation, safety, inventory and storage in twelve school cafeterias. Ensures compliance with all HACCP procedures including the monitoring of storage and food temperatures. Provides coverage in school cafeteria in the absence of a manager and possibly other areas if a substitute cannot fill the position. Under the guidance of the Assistant Supervisor, the Production Coordinator provides assistance with product evaluation, customer taste tests, menu planning, standardized recipes, food production, nutritional analysis, ordering, inventory, cost controls and food allergies.

QUALIFICATIONS:
• Associates Degree or higher preferably in Culinary Arts, Hospitality Management or related field. and a minimum of 3 years of management experience in daily food service operations.
• ServSafe certified or certified within 30 days of hire date. Certification renewed every 5 years for DOE requirements.
• Must contribute to a positive, collaborative, and professional team environment.
• Possess good organizational skills, and is detail oriented, and flexible.
• Display excellent work ethic and reliability.
• Possess the skills to prepare food in large quantities, maintain inventory control, and use standard office equipment including computers.
• Excellent verbal and written communication skills to interact with students, parents, school administrators, cafeteria staff, and public/private agencies.
• Possess proficiency in Microsoft Word, Excel, Power Point, and Publisher.

KNOWLEDGE, SKILLS AND ABILITIES:
• Knowledge of federal and state laws, rules and regulations, and policies governing child nutrition programs.
• Ability to work well with people and to organize and prioritize workload.
• Ability to express ideas clearly and concisely, both in oral and written form.
• Demonstrate institutional or restaurant culinary skills to include large quantity production.
• Plan, assign and supervise work of subordinates.
• Deal effectively with managers, principals, district level staff, and employees of all ages.
• Ability to learn, adapt to and implement change quickly.
• Respect and observe the right of confidentiality.
• Knowledge of computers with extensive skills in PC based applications including Word Processing, Horizon Software, OneSource, Excel and Power Point programs.
• Access to reliable transportation during working hours as travel between schools in required.

PERFORMANCE RESPONSIBILITIES:
• Assist café managers with back of the house operations. Work with the site manager on employee training and development.
• Provide quality assurance and control to school sites by monitoring food items for taste, appearance and product quality guidelines.
• Provide labor coverage at the school site, as needed, in the event of manager absence.
• Staff training and coordinating the breakfast, lunch, and after school snack programs; observes, trains and monitors the work of production employees.
• Provide mentoring and training for child nutrition staff in relation to effective and proper food preparation, equipment use and food merchandising.
• Work with after school snack coordinators for proper snack distribution and documentation. Verify accuracy of monthly snack counts for claim for reimbursement.
• Access to reliable transportation during working hours as travel between schools is required...
• Assist assistant supervisor in preparation of production records. Assists staff in maintaining accurate production records to determine food usages and accurately forecast future food production to reduce waste. Ensure production records are maintained at the site level. Provide standards for quantity, quality and nutrition for food prepared and served.
• Direct a comprehensive program of staff development for all food production staff.
• Develop and implement procedures to seek qualified foodservice manager candidates both internal and external. Groom potential candidates to become an effective manager when an opening becomes available.
• Monitor record keeping of the child nutrition program to meet all requirements of governing agencies, including HACCP.
• Assist Child Nutrition Service Coordinator with receiving, sending, and distributing incoming and outgoing mail.
• Oversee product evaluation and customer taste tests.
• Assist in the development of new menus and recipes in accordance with nutritional standards and minimize food costs and prices in response to the marketplace and customer needs.
• Focus on improving customer satisfaction and quality control issues to increase revenue.
• Monitor inventories, storerooms, freezers and coolers. Maintain cost effective food and supply inventories, receiving dates, FIFO, and all items off the floor in all schools.
• Ensure HACCP controls and ServSafe standards are being followed and in place in all cafeterias.
• Make sure HACCP binders are current.
• Organize and coordinate training and in-services for HACCP with cafeteria managers. Assist managers in training other designated employees.
• Assist Assistant Supervisor with recipe testing, product sampling and upkeep of Child Nutrition Recipe Books. All recipes must be HACCP compliant.
• Monitor use of standardized recipes in all schools.
• Recommend to the Child Nutrition Supervisor the need for new equipment when necessary.
• Process work orders for needed equipment repair and maintenance through Child Nutrition Supervisor.
• Work with individual employees on work simplification, establishing a daily routine and cross training in other areas to streamline operations.
• Conduct mock inspections in schools to help prepare for state audits.
• Monitor implementation of school breakfast program for compliance. Offer suggestions and work with other school personnel to make the breakfast in the classroom program work effectively for the entire school community. Increase participation through marketing and awareness.
• Assist Assistant Supervisor with commodity survey and use of entitlement dollars. Reconcile commodity purchases with k-12 and processor link monthly.
• Monitor, track and submit all data for manufacturer rebates.
• Maintain pricing and practices of inventory software. Assist in the management and maintaining of all inventories utilizing the department approved inventory system. Monitors site physical inventories for the purpose of verifying stock and identifying losses.
• Maintain an accurate and current allergy and carb count list of food products served.
• Assures compliance with Federal, State and local health requirements for food preparation, serving and storage of all food and supplies. Monitor and follow up on all site health inspections.
• Assist in organizing and planning of yearly ServSafe Class.
• Provide outstanding customer service, and use positive interpersonal communicational skills.
• Assist with catering and special functions when needed.
• Provide routine clerical and secretarial assistance. Answer telephone, screen callers, relay messages, and greet visitors.
• Perform other duties as assigned by the Supervisor of Child Nutrition.

WORKING CONDITIONS:
• Promote safety, exercise caution and comply with safety regulations and corporation policies/procedures when involved in the following situations/conditions.
• Balance, bend, crouch, kneel, reach, and stand.
• Exposure to adverse weather conditions and temperature extremes.
• Exposure to blood-borne pathogens and communicable diseases.
• May interact with aggressive, disruptive, and/or unruly individuals.
• Lift, carry, and move work-related supplies/equipment.
• Operate and/or ride in a vehicle.
• Travel to meetings and work assignments

PHYSICAL REQUIREMENTS:

1. Seldom = Less than 25 %
2. Occasional = 26 to 50 %
3. Often = 51 to 75%
4. Very Frequent = 76 % & above

• Ability to stand for extended periods of time (4)
• Ability to carry 25 pounds (3)
• Ability to work at a desk, conference table, or in meetings of various configurations (1)
• Ability to see for the purpose of reading laws, codes, rules, policies, and other printed matter (1)
• Ability to hear and understand speech at normal levels (4)
• Ability to communicate so others will be able to clearly understand a normal conversation (4)
• Ability to operate office equipment (2)
• Ability to reach in all directions (4)
• Amount of force to push / pull up to 15 pounds (4), 25-30 pounds (2), and 50 or more (1)
• Amount to lift 25–30 pounds (3) and 50 or more pounds (1)
• Climbing (4)
• Overhead work (4)

This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties as assigned.

Those not currently employed by the MSD of Washington Township are asked to complete an on line application through our website: www.msdwt.k12.in.us and attach a current resume. Current employees are asked to complete an Internal Application/Transfer Form through our website (double-click on link below) and attach a current resume. This position will remain open until filled.


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