



JOB TITLE	DEPARTMENT	REPORTS TO
Area Food Service Specialist	Business Services	Director of Food Service

Position No: 76010	Length of Work Year: 12 Months
Salary Schedule: N05B or N05R	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 5/13/03; 9/11/13

MINIMUM QUALIFICATIONS
1. Four-year degree from an accredited college or university in Foods and Nutrition, Institutional Food Service Management or comparable major. 2. Licensed or registered dietitian or School Food and Nutrition Specialist preferred. 3. Completion of an approved Dietetic Internship; or experience in school food service or food service management. 4. Experience in menu planning and/or nutrient analysis of menus. 5. Ability to communicate effectively in written and oral form. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
1. To provide quality assurance and control to assigned school sites by monitoring food items for taste, appearance and quality guidelines. 2. To assist senior area specialist, school administrators, and school food service managers regarding free and reduced-price meal applications, meal collection procedures, and adherence to USDA policies and procedures. 3. To assist and monitor managers' preparation of all assigned school center reports, central menu compliance, buying procedures, recordkeeping and production reports. 4. To perform assigned school site reviews to evaluate school programs to determine efficiency of operation, accountability, financial status, and adherence to policies, procedures and regulations; as required by U.S.D.A. 5. To assist in the planning and development of in-service activities and training courses for school food services personnel. 6. To plan and prepare in county-wide menu planning and nutritional analysis of menus; including testing recipes according to quality guidelines and dietary guidelines. 7. To assist in the implementation of the manager intern program. 8. To provide nutrition education activities for school sites. 9. To assist in conducting orientation programs for new and substitute employees. 10. To provide Nutrition and Marketing resources to managers, students, principals, PTA's, and community groups. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. Performs other duties as assigned by the Food Service Director.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.