



JOB TITLE	DEPARTMENT	REPORTS TO
Senior Area Food Service Specialist	Child Nutrition Services	Director of Child Nutrition Services

Position No: 76010	Length of Work Year: 12 Months
Salary Schedule: N30	Date Approved: 8/27/13
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in Nutrition, Dietetics, Restaurant Management or a related field. Master's or certification as a Registered Dietician preferred. 2. Credentialed School Food Service. 3. Minimum of five (5) years of managerial experience in School Food Service. 4. Successful experience in procurement as related to school meal programs desirable. 5. Ability to communicate in written and oral form. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Monitors on-site operations for conformity to established local, state and federal standards and procedures. 2. Assists in supporting the day-to-day activities of the Area Specialist and Field Managers in support of school food service program objectives and quality assurance. 3. Performs 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. 4. Plans and monitors all allocated entitlement funds for USDA Commodities purchased through the Bureau of Food Distribution. 5. Assists with specification writing, bid invitation preparation and evaluation of bid results related to the school food service program in alignment with the SLC Purchasing Department. 6. Facilitates the preparation and development of menus and menu analysis with input from managers and students. 7. Provides leadership in the food service manager preparation program. 8. Performs all functions in a timely and efficient manner. 9. Performs other duties as may be assigned by the Director of Child Nutrition Services.
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.