



## FOOD QUALITY CONTROL SPECIALIST

Job Code: 103ABE  
Bargaining Unit: 15  
Effective Date: 7/1/2003

### Description of Work

#### General Statement of Duties

Performs professional work inspecting, coordinating and monitoring quality control, sanitation, food safety and hygiene programs for the Saint Paul Schools Nutrition Services District Kitchen; and performs related duties as required.

#### Supervision Received

Works under the technical and general supervision of a unit supervisor.

#### Supervision Exercised

None.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Inspects and monitors quality of in-process food production batches such as temperatures, consistencies, counts, weights, compliance with food quality control and sanitation standards and procedures.

Develops and monitors the HACCP program (Hazard Analysis Critical Control Points); maintains standardized recipes and other records related to HACCP; develops HACCP food preparation guidelines for schools.

Monitors all production areas of the District Kitchen to ensure compliance with established HACCP policies and procedures; stops any operation not meeting food quality control standards.

Samples food products daily for taste, quality and pH levels.

Submits product samples for microbiological testing; evaluates the results of this testing and communicates the appropriate corrective action to food service staff and/or parents; documents actions taken.

## **FOOD QUALITY CONTROL SPECIALIST**

### **Typical Duties Performed (continued)**

Initiates problem solving with food production supervisors in response to quality-related production problems; reports problems and action taken to the appropriate food service managers.

Develops new recipes; tests batches in cooperation with food production supervisors.

Calculates batch size changes and adjustments to standardized recipes; maintains records of changes.

Develops recipe costing, sizing and nutrient analysis.

Monitors sanitation inspections of all food production areas and equipment.

Monitors pest control for the district kitchen; reports results to food service management.

Provides nutritional analysis for all menus; ensures that state and federal guidelines are met; maintains nutritional analysis software program; updates nutritional files.

Pilots new products, including: developing food preparation guidelines and related procedures; developing taste test forms and surveys; conducting taste tests; compiling, reviewing and documenting results; developing related recommendations; and communicating the results to food service management and food production staff.

Provides assistance to school food service supervisors and other customers with complaints, emergencies, food safety or delivery issues, solutions to product concerns, recommendations for substitutions, food service records and actions taken, and other food-related issues.

Documents and reports the results of investigation of problems and complaints to senior food service management as appropriate.

Maintains ingredient files for allergies and special dietary needs.

Provides menu notes and/or memorandums to the school supervisors on menu changes and food-related issues.

Provides reports to food service management on quality control issues as required; performs special projects and communicates results as appropriate.

Provides in-service staff training for staff and schools as needed or requested.

## **FOOD QUALITY CONTROL SPECIALIST**

### **Typical Duties Performed (continued)**

Coordinates tours of the food production area; enlists the assistance of food service staff to act as tour guides; updates tour brochure.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of nutrition theory and principles and how large-scale food preparation operations affect food quality.

Considerable knowledge of quantity food production methods and quality control, sanitation and safety standards and procedures.

Working knowledge of city, state and federal environmental health and food ordinances and regulations.

Working knowledge of computerized recipe costing, sizing and nutrient analysis.

Considerable ability to observe and correct physical conditions to conform with established guidelines.

Considerable ability to interact tactfully and effectively with co-workers, outside agencies and the public representing diverse cultural, ethnic and socioeconomic backgrounds.

Working ability to communicate effectively, both orally and in writing.

### **MIMIMUM QUALIFICATIONS**

Bachelor's degree in dietetics, nutrition, food service management or a related field; or two years of college with course work in nutrition, food science or a related field and two years of experience in quantity food preparation; or completion of a food service-related vocational/ technical college program and two years of experience in quantity food preparation. A Saint Paul Food Service Manager Certificate will be required within three months of appointment.