



NUTRITION CENTER OPERATIONS COORDINATOR

Job Description
2/16/2011

Position Summary

Perform supervisory work coordinating and monitoring the Nutrition Center operation to ensure maintenance of standards and policies in food handling and preparation.

Reporting Relationship

Report to the Nutrition Services Assistant Director.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Provide employee coaching, training, and evaluation on a regular basis in accordance with department policy. Monitor the performance evaluation process to ensure proper evaluation of Nutrition Center personnel. Perform disciplinary tasks as needed. Perform related supervisory duties as required.

Ensure that new recipes and processes comply with dietary guidelines, meet or exceed quality standards, look appealing and are produced cost effectively. Seek opportunities to improve the nutritional content, taste, appearance and packaging of all Nutrition Center products.

Monitor all production areas in the Nutrition Center to ensure compliance with established Hazard Analysis Critical Control Point (HACCP) and Occupational Safety and Health Administration (OSHA) policies and procedures; stop any operation not meeting standard operating procedures (SOP).

Inspect and monitor quality of in-process food production batches; monitor the consistencies, counts, weights and the compliance of sanitation standards and procedures. Take samples for equipment to monitor and document for HACCP compliance. Report any substandard operations immediately to the Nutrition Center Manager.

Submit product samples for microbiological testing; evaluate the results of this testing and communicate reports to Nutrition Center Manager, Nutrition Center Supervisors, and Food Quality Control Specialists. Collect, record and file data regarding Minnesota Valley testing Laboratories and Markfresh Labs. Set up and track cytherm data loggers

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Responsibilities (continued)

to ensure that the food safety of products is tracked from receiving to Nutrition Center production, routing and shipment to schools for student meals.

Responsible for sanitation of the Nutrition Center at 1930 Como; assist Custodial Department and Eco Lab vendor with monitoring recycling, HACCP compliance and training staff.

Work with Nutrition Center Supervisors to forecast monthly product needs and order supplies. Prepare quarterly labor cost reports based on line standards. Complete other production and labor reports as required and make recommendations for improvement where and when possible. Monitor Nutrition Services made products inventory and inventory turnover rates. Prepare weekly productivity and product usage reports for Nutrition Center Manager. Make recommendations to improve productivity and product usage.

Prepare monthly cleaning calendar. Monitor and prepare reports on food production waste and school return waste. Update Nutrition Center Manager regarding any trends or concerns.

Develop training materials & procedures for Nutrition Center Supervisors and Nutrition Service Assistants. Assist with coaching and training for production lines and operation of new equipment, employee and food safety and HACCP.

Coordinate tours of the nutrition center area; enlist the assistance of Nutrition Center Supervisors and Nutrition Service Assistants to act as tour guides.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of federal and state regulations and guidelines relating to food safety, security, sanitation, health and related areas, USDA program regulations, and Hazard Analysis Critical Control Point (HACCP) guidelines.

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

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

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Knowledge, Skills and Abilities (continued)

Knowledge of food production and equipment.

Ability to understand state, local and federal food codes, and United States Department of Agriculture (USDA) School Meal guidelines.

Considerable ability to explain technical information in understandable language.

Considerable ability to plan and organize work.

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

Physical ability to carry out the duties of a larger scale food service production manager.

Considerable ability to observe and evaluate the work of others.

Considerable ability to deal tactfully and effectively with school administrators, vendors and nutrition services staff.

Ability to work under time pressure.

Ability to evaluate information and prepare recommendations.

Minimum Qualifications

- Bachelor's degree in foods and nutrition, public health, food management or a related field.
- Must have one year of supervisory experience or have completed a dietetic internship that included supervisory experience.
- A Registered Dietitian designation and a Food Service Management Certificate will be required within three months of appointment.