

LEAD NUTRITION SERVICES AGENT

DEFINITION

Under general direction of the Associate Superintendent of Business Services, plans, organizes, and directs the District Nutrition Services Program, including school lunch, breakfast, and special nutrition service offerings; plans, organizes, and implements operational procedures assuring cost effectiveness and compliance with District, state and federal requirements, regarding nutrition, sanitation, safety and record

- f* supervises, monitors, and evaluates the performance of nutrition service personnel
- f* directs and coordinates the preparation of nutrition service menus and the use of foodstuffs which are in plentiful supply
- f* prepares or assists in the preparation of specifications for nutrition service supplies, materials, and equipment

maintains current knowledge of institutional food service methods and trends, evaluates new methods for application within the department

- f* plans, organizes, develops, and maintains a data management, storage, and retrieval system
- f* plans, develops, and implements a preventative maintenance program for nutrition service facilities and equipment
- f* participates in budget planning, and in the development, implementation, and maintenance of inventory and expenditure control procedures
- f* directs, coordinates, analyzes financial reports, profit and loss statements, and other general accounting functions
- f* plans, organizes, prepares, and disseminates the Nutrition Service information and nutrition materials to the public, staff and other organizations
- f* actively participates in the recruitment and selection of nutrition service personnel
- f* drives to and from food service facilities to inspect, monitor, and audit nutrition service operations

QUALIFICATIONS

Knowledge of: Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education. Principles, procedures, methods, techniques, and strategies relative to the management of a comprehensive nutrition service program; nutrition, dietary values, property food combinations, and economic food substitutes; legal mandates, policies, regulations, and guidelines pertaining to a nutrition service program, including the requirements of the National School Breakfast/Lunch Program; practices, methods, procedures, and strategies of management, organization, and supervision; safe and sanitary working methods and procedures.

Ability to : Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs. Effectively and efficiently plan, organize, and direct the functions and activities of a comprehensive nutrition service program; develop product and service specifications; direct and coordinate the preparation of menus which create a balanced and nutritious diet for children of various age levels; plan, organize, establish, and maintain appropriate, efficient and effective data management, storage, and retrieval