



Employment Opportunity
Butler County Educational Service Center
January 10, 2022

POSITION: Food and Nutrition Field Specialist – Fairfield City School District

DESCRIPTION: This employee supports the Food Service operation by ensuring food of high nutritious quality is provided to all students attending Fairfield City Schools, ensuring all school sites are in compliance with USDA and NSLP regulations, and ensuring staffing levels at all school sites are met. This employee will support the Director of Food Services in meal planning, monitoring of kitchen facilities, purchasing, compliance and staff training.

QUALIFICATIONS:

- Must be at least eighteen (18) years of age.
- Minimum of Associate's degree in Nutrition, Dietetics, or Food Sciences, or two (2) years related experience and/or training or equivalent combination of education and experience. Experience in a school setting preferred.
- Must achieve and maintain Level 2 ServSafe certification throughout employment.
- Working knowledge and understanding of USDA and NSLP/SFSP requirements.
- Must have the communication skills necessary to work successfully with kitchen and building staff, administrators, students and parents.
- Ability to communicate information and ideas in speaking so that staff, administrators and students will understand.
- Willingness to work as a team member.
- Commitment to the highest personal and professional standard.
- History of good job attendance.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform all essential functions of the position.
- Bending, lifting, twisting and repetitive motion required.
- Ability to lift up to 50 lbs.
- Valid Driver's license and access to personal vehicle.
- Satisfactory BCI and FBI background checks. Must be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Supports the development of breakfast and lunch menus in compliance with United States Department of Agriculture (USDA), National School Breakfast Program, (NSBP) National School Lunch Program (NSLP), and Summer Food Service Program (SFSP) requirements for all meals and snacks across the district.
- Supports the Food Service program in meal preparation, planning, staff organization, purchasing, and inventory.
- Observes operations at school sites to provide for ongoing training programs that will improve or develop competency in all meal programs.
- Provides coverage in schools in the absence of Food Service personnel.
- Monitors student participation and explores ways to increase meal participation.
- Confers with supervisor regarding progress, concerns and recommendations.
- Assists in the management of the food and nutrition website.

- Manages the operation of the Summer Food Service Program.
- Assists with NSLP, NSBP, and SFSP site applications in Claims Reimbursement and Reporting System (CRRS).
- Utilizes community resources in carrying out the total nutrition program.
- Coordinates personnel, food, and supplies for district catering and special functions.
- Communicates federal and state food service standards and guidelines regarding school food service programs to administration, staff, and public as appropriate
- Participates in department meetings, in-service trainings, and workshops.
- Adheres to federal, state, and local guidelines, Board policies and procedures.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff.

STARTING DATE: As soon as possible
 SALARY: \$45,000 annually based upon education and experience
 BENEFITS: Excellent benefits for all full time employees
 WORK YEAR: Full-time – 218 days per school year
 DEADLINE: Until filled
 APPLY TO: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.