

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/21	FOOD SERVICES SPECIALIST	2.8.23
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by managing the Child & Adult Care Food Program (CACFP) After School At Risk Supper Program for all qualifying district sites. Serving as the CACFP Liaison between the district and the Oregon Department of Education (ODE) and by providing coordination for the Head Start, Even Start, Migrant Pre-School and Barbara Roberts High School Meal Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over participating district program staff.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Coordinating the program requirements of the After School At Risk Supper Program for all participating elementary, middle and high schools, Pre-schools, Head Start, and Alternative High Schools through site visits and other contacts and correspondence.

Developing and maintaining an overall special program work plan that ensures effective coordination and use of time.

Scheduling, collecting, and reporting required program data for local, state and federal program reports/evaluations.

Serving as a resource on issues regarding CACFP and representing the district at local, regional and national meetings and conferences as required.

Gathering program information and communicating regularly with assigned supervisor and Food Services Operations Director regarding progress.

Monitoring compliance with district, Federal, and State policy, standards and procedures.

Interpreting and explaining practices, rules, policies, procedures, and regulations affecting the program operation.

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Preparing correspondence, reports, technical documentation and submission of claims, reports and forms to ODE as related to the special program.

Providing coordination of paperwork/reports for annual state audits.

Providing leadership in special program development and coordinating and developing recommendations for implementation.

Providing new site and annual inservice training and preparing training materials for the participating school sites as required by the Oregon Department of Education.

Disseminating information on special program changes throughout the district participating sites.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Federal and State CACFP Program requirements

Principles and practices of program organization and evaluation

Principles and practices of problem solving, group process and evaluation

Principles and practices of work organization and simplification

Ability to:

Produce and present information using data information systems and word processing programs

Plan, organize, direct and evaluate program procedures and implement changes in methods and techniques as needed

Research and analyze technical information and prepare reports and recommendations

Establish and maintain effective working relationships with those contacted in the course of work

Communicate effectively, both orally and in writing

Operate a computer to enter, revise, and retrieve information and to formulate methods of collecting and presenting information

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible analytical and technical program support experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, education or a related field or equivalent supplemented by on the job training and work experience.

Special Requirements:

- Oregon Department of Education CACFP Mandatory Annual Training Certificate
- Oregon Department of Education CACFP "New Sponsor" and/or "Returning Sponsor" Annual Training Certificate.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels. Frequent travel to district sites. Moderate level of contact with district personnel. Low level of contact with outside agencies/community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Food Program Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____