Job Description

Position: CNP Field Operation Coordinator
Reports to: CNP Operations Manager
Department: Child Nutrition
Location: Central Office/Campus
Hours: Year Round, M – F 7am – 4pm
FLSA Status: Exempt

Mission Statement
Uplift’s mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY
Evaluate and monitor Child Nutrition Operational processes at assigned school sites. Provide technical assistance and coaching to Kitchen Managers and staff to achieve service of high quality meals and a safe and cost effective CNP operation at each site.

ESSENTIAL DUTIES & RESPONSIBILITIES
Operational Support
- Schedules campus visitations for monitoring, auditing and training purposes as required (generally about 80% of the work week)
- Acts as a liaison between the CNP administrative staff, campus Operations Managers/ Directors (OM/OD), and child nutrition employees
- Supports OM/OD by providing regular reports regarding kitchen operations and CNP compliance in order to assist the OM/OD with managing Kitchen Managers and other CNP employees
- Supports OM/OD by ensuring quality control measures are in place at each campus and advises OM/OD on personnel issues related to quality control
- Provides day-to-day monitoring and technical support to Kitchen Managers/CN Specialists at designated campuses as assigned
- Regularly rate and grade kitchen performance of each campus and recommends necessary changes to OM/OD
- Monitors production process to help manage waste levels at all assigned kitchens
- Provides assistance to Kitchen Managers/CN Specialists at assigned campuses in the following areas: organizational skills, technical knowledge, and required paperwork including production records and work schedules
- Recommend replacement of existing large and small equipment to meet department needs
- Responsible for recommending process changes and/or additional staffing at each campus as needed
- Participates in the selection process for café workers and other kitchen staff as required
- Ensures CNP employees are properly cross-trained at each campus so that there is business continuity in the event of an absence
- Performs all Kitchen Manager duties in the absence of Kitchen Manager when a secondary manager is not ready to assume the role
- Assumes any position in the kitchen as needed
**Vended Meal & Warming Kitchen Support**

- Reviews vended meal processes (when applicable) to ensure effective management of the production, delivery process and quality of meals
- Performs regular monitoring to ensure Kitchen Manager/CN Specialist (from vended kitchen) enters planned production number and the actual number served in the system timely and accurately
- Monitor and track all customer complaints related to vended meals service and maintains communication with CNP Compliance Support Specialist to ensure all complaints are properly documented

**Safety and Sanitation**

- Ensures all HACCP plans, SOPs, and safety guidelines are in place and adhered to at all assigned kitchens
- Ensures all kitchen personnel are following all safety protocols and operating all kitchen equipment in accordance with safety guidelines; informs OM/OD and/or RDO when protocols are not being met
- Performs regular site visits to ensure compliance in order to ensure high quality food is prepared and served in accordance with required standards
- Ensures high standards of cleanliness, health and safety at all times; informs OM/OD and/or RD when standards are not met
- Coordinates with appropriate personnel to rectify unsafe conditions in the workplace

**CNP Training and Instruction**

- Educates Kitchen Managers and CNP employees on the rules, regulations, policies, procedures, and standards set by the CNP department
- Responsible for ensuring the OM/OD is properly trained in policies, procedures, and directives of the Uplift Child Nutrition Program
- Partner with the OM/OD to evaluate and train the Kitchen Managers and child nutrition employees, and assists OM/OD with mid-year and annual reviews
- Assists in the on-boarding for new CNP employees

**Compliance, Sanitation, and Safety Monitoring**

- Performs on site visitation reviews to evaluate operational practices for production management, quality control, sanitation, safety, personnel management and parent/student involvement
- Performs regular reviews and internal audit to ensure production, serving, and counting and claiming are in compliance with the federal and state guidelines
- Reviews and assesses for accuracy and maintains operational/compliance data including lunch applications, production records, recipes, HACCP logs, delivery/receiving notes etc. as assigned
- Responsible for conducting surveys, audits and other duties as assigned at site kitchens to ensure regulatory compliance with federal, state, county and district laws
- Oversees safety and sanitation procedures for the purpose of maintaining sanitary conditions and meeting health and safety regulations
- Responsible to know safety rules and procedures, in order to recognize unsafe actions and situations and to teach others how to recognize them as well.
- Responsible for warning other staffs of unsafe situations and to reacting to emergency situations and report hazardous or unsafe practices to those in a position to correct them
Cost Control and Inventory Management
- Responsible for reviewing and approving order requisitions submitted by Kitchen Manager to ensure orders are done correctly and accurately
- Responsible for monitoring inventory levels on a regular basis to ensure proper inventory practices and safety procedures are being followed
- Responsible for monitoring waste management at kitchen/cafeterias and providing the necessary guidance to correct the situation

Professional Development
- Demonstrates behavior that is professional, ethical, and responsible. Works collaboratively with CNP Central Office, campus staff, and other CNP employees as assigned
- Attends and participates in all meetings and trainings scheduled by the Child Nutrition Department; leads meetings as assigned
- Attends workshops, district staff development sessions, and other continuing education courses as required

SUPERVISORY RESPONSIBILITIES
Provides guidance and support to Kitchen managers, CN Specialist I & II and all other CNP employees in assigned kitchens/cafeterias

Additional Responsibilities
Performs additional CNP or Operational Support related duties as assigned

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
- High school diploma or general education diploma (GED)
- 2-3 years school food service experience including personnel management
- Familiar with federal guidelines on School Breakfast Program and National School Lunch Program
- Familiar with traditional food based menu planning approach
- ServSafe certified or certified Kitchen Manager
- Knowledge in kitchen operations and POS system

DESIRED EDUCATION and/or EXPERIENCE
- Associate/Bachelor’s degree from an accredited institution in Nutrition, Dietetics, Food Science, Hospitality or related field preferred
- Familiar with NutriKids POS, NutriKids Menu Planning and Perpetual Inventory software

LANGUAGE SKILLS
- Ability to read, write and communicate fluently in English
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to communicate effectively with all levels of personnel, students, and parents.
- Bilingual (Spanish) a plus
MATHEMATICAL SKILLS
- Ability to perform advanced mathematical analysis
- Ability to work with mathematical concepts, such as probability and statistical inference
- Ability to apply mathematical concepts, such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS
- Proficient in Microsoft Office application (Excel, Word, PowerPoint, and Outlook)
- Ability to utilize Excel to manage financial data and analysis
- Proficient in using email and electronic communication
- Ability to learn and use other software as necessary
- Ability to use basic office equipment

TRAVEL
- This job requires frequent driving to various campuses located across the DFW metropolis, the candidate needs to have access to reliable, personal transportation throughout the workday.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Child Nutrition workers are regularly required to stand and walk
- Occasionally required to reach, balance, stoop, kneel, twist and bend
- Employee must occasionally lift and/or move up to 40 pounds
- Frequently exposed to moving mechanical parts
- Occasional exposure to fumes or airborne particles; extreme cold and extreme heat

OTHER QUALIFICATIONS
Criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

WORK ENVIRONMENT
The work environment is representative of those an employee encounters while performing the essential functions of this job. The environment requires close proximity to other employees, frequent interruptions, extended periods of time viewing a computer screen and standing, and noise levels from moderate to high. There may be activity from other employees and students of a distracting nature.

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS
Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee’s Signature:_________________________ Date:_________________

Supervisor/Witness:_________________________ Date:_________________