

<b>Job Title:</b> Production Coordinator CNP	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Food Service Assistant Director	<b>Pay Grade:</b> 101
<b>Dept. /School:</b> Food and Nutrition Services	<b>Date Revised:</b> October 28, 2024

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**Primary Purpose**

Coordinate, monitor, and update the Child Nutrition Program (CNP) computer database and food production records to ensure compliance with USDA’s National School Lunch and Breakfast Program regulations.

**Qualifications**

**Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Strong computer skills and knowledge of software applications
- Ability to learn the National School Lunch and Breakfast Program regulations
- Ability to learn the Food & Nutrition Services (FNS) recipe format, production records and computer system
- Knowledge of methods, materials and equipment used in food preparation and related training activities
- Ability to train personnel
- Effective planning and organizational skills
- Strong communication and interpersonal skills

**Experience**

Five (5) years’ experience in food service management

**Major Responsibilities and Duties**

**Websmartt Computer Program & Food Bid**

1. Enter new food items and product specifications into the FNS Websmartt database.
2. Assign vendors and ordering groups to food items in Websmartt.
3. Prepare Point of Sale keyboards in Websmartt for all grade levels.
4. Assist in updating Websmartt database throughout school year.
5. Update and install Crystal Reports to support Websmartt.
6. Query data for back of the house tables.
7. Maintain exports to vendors.
8. Test, research and evaluate Websmartt based production records at all grade levels.
9. Acquire vendor product details for nutrient information on all bid items.
10. Input and evaluate nutrient and allergen information for Websmartt database.

**Menus & Production Records**

11. Evaluate menus and enter in the USDA database to ensure compliance with meal regulations.
12. Develop and maintain food production records at all grade levels in Microsoft Excel for the National School Breakfast & Lunch Program.
13. Develop and implement meal promotions at all grade levels.
14. Develop menu and production records for the After School Snack Program in Microsoft Excel.
15. Coordinate development of menus at all grade levels for the EPISD website.

**Small Equipment Orders**

16. Assess schools’ small equipment needs.
17. Enter each site’s small equipment orders into the Websmartt database and submit to vendor.

**Training**

- 18. Train managerial staff on production records, USDA regulations & menu compliance.
- 19. Assist in the development of training materials and classes for employees at all levels.
- 20. Provide input into the development of the annual training plan.

**Other**

- 21. Participate as a member of the Food Safety Committee and assist in updating/modifying food safety standard operating procedures.
- 22. Develop and maintain good public relations with staff and allied groups.
- 23. Prioritize workflow when faced with multiple projects.
- 24. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Computer, printer, fax machine, phone, and adding machine.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Prolonged use of computers and repetitive hand motions. occasional standing, walking, pushing, and pulling; moderate lifting and carrying. Some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

**Terms of Employment**

221 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar,

discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.