



**OFFICE OF HUMAN  
RESOURCES**

| <b>Job Information</b>                    |                                       |
|---|---------------------------------------|
| <b>Job Title: Nutrition Associate III</b> | <b>Last Revised/Approved:</b>         |
| <b>Job Code:</b>                          | <b>Reports To: Operations Manager</b> |
| <b>Office: Office of Finance</b>          | <b>Department: Nutrition Services</b> |

| <b>Compensation Information</b> |                                      |
|---------------------------------|--------------------------------------|
| <b>Pay Grade: 05A</b>           | <b>Pay Range: \$ 57,197 – 82,296</b> |
| <b>FLSA Status: Exempt</b>      | <b>Term of Employment: FT</b>        |

**Position Summary/Purpose:**

Under the direction of the Operations Manager of the Department of Nutrition Services, the primary responsibility of this position is to oversee the school lunch, breakfast and dinner programs and related activities.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

- Evaluates the school lunch, breakfast, and dinner programs in addition to other food service operations in a variety of schools including secondary, elementary, production, receiving and fresh-pack sites on a daily basis.
- Monitors compliance with the terms of the National School Lunch program agreement and the regulations issued by the State Department of Public Instruction and the United States Department of Agriculture.
- Provides support and technical assistance to Food Service Managers as needed, which may include food preparation, service, storage, meal counting and claiming, use of equipment and work simplification techniques.
- Supervises the production and service of meals to ensure quality.
- Monitors sanitation and safety practices in all schools and makes recommendations for improvement.
- Modifies employee organization plans to make the most effective use of available resources.
- Monitors ongoing development and implementation of the Nutrition Department's strategic plan, including quality enhancements of services.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Assists in coordination of absence coverage for various assigned kitchens.
- Plans, organizes and conducts programs to provide a direct line of communication with the students and educate students about the food service program.
- Assists in the development and testing of new recipes utilized in the food service operations.
- Plans and coordinates nutrition education programs within the food service department.
- Attends regularly scheduled staff meetings and other committee meetings as needed.

- Assists in planning and/or conduction of the Department of Nutrition Services training and development.
- Performs a wide variety of related activities in support of the food service program.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

### **Job Requirements:**

#### ***Education:***

- A bachelor's or associates degree from an accredited college or university with an emphasis in Nutrition, Dietetics or related field.
- Must be ServSafe certified within one year of employment

#### ***Experience:***

- Three years of experience working in a large food service operation is required
- One-year leadership experience in nutrition service programs preferred
- School district experience is preferred
- Valid driver's license with the ability to travel around the city of Milwaukee to visit program sites

### **Working Environment:**

- Typical school kitchen or office environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town.
- This position spends approximately 80% of its time in a program site setting and 20% of its time in an office setting-

### **Physical Demands:**

Majority of the work is performed by standing or walking. The work requires using hands for simple grasping, pushing and pulling. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weighted items. Must be able to lift up to 35 pounds. The work requires activities involving exposure to changes in temperature and humidity.

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.