Job Description

Job Title: Food Quality Control Specialist - Nutrition Services
Job ID: 1013921
Location: Como Service Center
Regular/Temporary: Regular

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General Information

The job of Food Quality Control Specialist (FQCS) was established for the purposes of providing support to the Nutrition Center (NC) and school food service operations. The duties performed by the FQCS are broad, flexible, and advanced-level. FQCS perform routine work including, but not limited to: quality control, performance improvement, training and orientation, health and safety, food safety and sanitation, cooking, food preparation and service, technical support, complex reports, customer service and engagement, and related duties as assigned.

Supervision Received
Works under the supervision of NC Manager and/or designee.

Supervision Exercised
None.

Qualifications

MINIMUM QUALIFICATIONS
Bachelor’s degree in Dietetics, Nutrition, Food Service Management or a related field preferred.

Must hold a bachelor’s degree and completed a dietetic internship or one year of experience in quantity food preparation; or two years of college course work and two years of experience in quantity food preparation; or completion of a vocational/technical college program and two years of experience in quantity food preparation; or one year of experience as a Food Quality Control Specialist or equivalent and two years of experience in quantity food preparation.

A Minnesota Department of Health Food Manager’s Certification will be required within 60 days of appointment.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

- Adheres to district and department procedures and guidelines; local, state and federal regulations; and food safety and sanitation guidelines.
- Monitors all food production areas to ensure compliance with district and department procedures and guidelines; local, state and federal regulations; food safety and sanitation guidelines; and established HACCP policies and procedures.
- Takes action through a formal performance improvement process for any operation not meeting expectations.
- Develops and monitors the HACCP program (Hazard Analysis Critical Control Points); maintains standardized recipes and other records related to HACCP; develops HACCP food preparation guidelines for schools.
- Inspects and monitors quality of food and supplies, which includes but is not limited to inventory goods, in-process foods and meal preparation (storage, production batches, temperatures, consistencies, counts, weights, batch cooking, food service).
- Reviews, modifies, tests and implements standardized recipes, and maintains reports and documentation.
- Submits product samples for microbiological testing; evaluates the results of this testing and communicates the appropriate corrective action to food service staff and/or parents; documents actions taken.
- Assists with recipe costing, ingredient files, and nutrient analysis.
- Pilots new products, including: developing food preparation guidelines and related procedures; developing taste test forms and surveys; conducting taste tests; compiling, reviewing and documenting results; developing related recommendations; and communicating the results to food service management and food production staff.
- Provides assistance to school food service supervisors and other customers with complaints, inquiries, emergencies, food safety or delivery issues, solutions to product concerns,
recommendations for substitutions, food service records and actions taken, kitchen tours, and other food-related issues.
- May assist with maintaining records for special dietary needs, food allergies and modified diets.
- Provides written and verbal communication on simple, complex, and technical information in a clear, concise, and effective manner.
- Prepares, monitors and distributes logs, data, reports, records, etc.
- Participates in meetings, in-services, and trainings.
- Demonstrates competency with food safety and sanitation requirements, department procedures, and job tasks.
- Satisfactorily completes assigned tasks in a timely manner.
- Develops, coordinates, and facilitates meetings and training as needed.
- Performs other related duties, as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Builds and maintains a positive and respectful work environment.
- Provides excellent customer service to internal and external customers.
- Expert knowledge of food safety and sanitation requirements.
- Expert knowledge of food preparation and cooking principles and methods.
- Considerable knowledge of nutrition theory and principles and how large-scale food preparation operations affect food quality.
- Considerable knowledge of quantity food production methods and quality control, sanitation and safety standards and procedures.
- Working knowledge of city, state and federal environmental health and food ordinances and regulations.
- Working knowledge of computerized recipe costing, sizing and nutrient analysis.
- Considerable ability to observe and correct physical conditions to conform with established guidelines.
- Considerable ability to interact tactfully and effectively with co-workers, outside agencies and the public representing diverse cultural, ethnic and socioeconomic backgrounds.
- Working ability to communicate effectively, both orally and in writing.

**Essential Functions**

*Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.*

**Regular and reliable attendance.**

**May be exposed to various cleaning products.**

**Pay, Benefits, & Work Schedule**

This is a 12 month position working 40 hours per week.

Salary and benefits are in accordance with the MMSA negotiated labor agreement. The labor agreement and salary schedule can be found at [https://www.spps.org/Page/33566](https://www.spps.org/Page/33566). The minimum rate of pay for this position is $58,556 annually.

Benefits are available to new employees after 30 days of active employment. Benefits include medical insurance, life insurance, sick leave, pension plan, tax-free retirement account, and flexible spending account. Some employee groups also receive vacation, dental insurance and disability insurance. A benefits summary is available at [https://www.spps.org/Domain/13220](https://www.spps.org/Domain/13220).

**This posting is open until filled.**