



For the future of every student

CLASS TITLE: FARM TO SCHOOL OPERATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, coordinate and institutionalize a county wide Farm to School project in Ventura County designed to increase use of specialty crops and locally produced food in local schools; facilitate correspondence with county directors and nutrition specialists in the Farm to School collaborative.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate, assist in the development and institutionalize a county wide Farm to School project in Ventura County designed to increase use of specialty crops and locally produced food in local schools.

Serve as a liaison and coordinate farm to school communications and information between participating districts.

Develop and strengthen community resources that will support an infrastructure that will enable institutions to purchase local foods. Collaborate with other personnel to increase the purchase and utilization of fresh local produce by institutional buyers with focus on the school districts.

Increase capacity of schools to incorporate specialty crops into meals by arranging for specialized training and support to food service workers.

Collaborate with farmers to promote and increase understanding of, and access to, institutional markets so they can develop responsive production plans and demonstrate an increase in sales to local institutions and businesses.

Oversee, complete and maintain various records and reports as required by the Farm to School grant.

Visit school sites to coordinate training, observe operations, and oversee and confer with staff; monitor and inspect farm to school activities to assure food quality, quantity and sanitation and safety practices meet established standards, requirements and regulations.

Train and provide work direction and guidance to assigned personnel; coordinate employee work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide input concerning evaluations as requested.

Monitor activities and personnel to assure food service needs are being met and related facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained for the farm to school produce.

Oversee and participate in the receipt, storage and rotation of farm to school items; conduct inventories; estimate and order appropriate amounts of produce.

Develop, implement and conduct training activities for school site personnel regarding proper practices, techniques and procedures for produce procurement, preparing, handling, serving and storing food items in accordance with established standards.

Communicate with students, staff, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate food service equipment including knives, slicers, ovens and warmers; utilize standard office equipment including a copier, laminator, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and participate in various meetings.

OTHER DUTIES:

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Farm to School program.

Food service organization, operations and activities including the preparation, cooking, and serving of produce items.

Methods, practices and procedures of quantity food serving functions.

Sanitation and safety practices related to preparing, handling and serving food.

General principles, theories and practices of child nutrition.

Procurement procedures for farm to school program in schools.

Quality and portion control techniques, practices and procedures.

Principles of training and providing work direction.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematic calculations and reporting skills.

ABILITY TO:

Coordinate and institutionalize a county wide Farm to School project in Ventura County designed to increase use of specialty crops and locally produced food in local schools.

Train and provide work direction and guidance to assigned personnel.

Follow and assure compliance with health, nutrition and sanitation requirements.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Compile and analyze data and incorporate into reports.

Prepare and maintain a variety of records, reports and files.

Effectively communicate with outside agencies, vendors, farmers, funders, volunteers, donors and contributors.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Combination of education and experience equivalent to a BA or BS degree in a related field or four years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and food service equipment.

Seeing to read a variety of materials and monitor food service activities.

Sitting, bending, stooping or standing for extended periods of time.

Reaching overhead, above shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Walk, climb and balance.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.