

**Killeen Independent School District  
Job Description**

**Job Title:** School Nutrition Menu Planner  
**Reports To:** School Nutrition Director  
**FLSA Status:** Non-Exempt, 226 Days

**SUMMARY:**

Responsible for the integrity of the food service management software program (Primero Edge), to include inventory management and ingredient control, recipe development, menu cycles and menu assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Communicates with the staff responsible for ordering groceries coming into the warehouse.

Communicates with the staff responsible for inputting campus grocery orders.

Collaborates with the Menu Committee and School Nutrition Coordinators.

Reviews menu items on production records for acceptability factors for planned numbers required for nutritional analysis.

Works with School Nutrition Director to develop recipes and menus.

Coordinates with School Nutrition Supervisors to conduct periodic taste test with students at campuses.

Maintains nutritional information, allergens, CN labels, product formulation statements for all ingredients.

Runs reports for menu analysis, ensuring all menus comply with USDA guidelines.

Runs food cost reports.

Runs pre and post production reports.

Assists with inventory management system.

Reviews and analyzes menu reports.

Assists with employee trainings.

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility.

**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:**

Must possess a high school diploma or hold a General Education Degree (GED); Associates degree preferred, must have two years related experience. Must possess a current Bell County Food Handler card, ServSafe Certificate, or Bell County Certified Food Manager Course Certificate.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Ability to communicate effectively both in oral and written form.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem solving skills in isolating trouble areas.

**OTHER QUALIFICATIONS:**

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum score of 7,000 kpm with 7 errors or less.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate, or Bell Country Certified Food Manager Course Certificate.

**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 of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds, and must frequently drive a District vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus, and ability to identify and distinguish color.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works outside and inside, climbs ladders, is exposed to dampness, humidity, and slippery or uneven walking surfaces. The noise level in the work environment is usually quiet.

**Prepared Date: August 6, 2018**

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