

Job Title: Operations Technician, Child Nutrition
Department: Child Nutrition
Reports To: Director of Child Nutrition
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

Under the supervision of the Director of Child Nutrition, the Operations Technician manages day-to-day kitchen operations, procurement compliance, and site execution for an assigned portfolio of Washington County School District (WCSD) schools (50/50 split). This role serves as the primary operational liaison between school Food Service Managers and the district administration, combining high-level purchasing, inventory management, and formal bidding processes with field coordination and compliance monitoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

School Site Coordination: Serves as the primary point of contact for assigned school kitchen managers. Regularly visits sites to troubleshoot emergency or ongoing issues with kitchen operations, staffing, or software.

Procurement & Bid Processes: Collaborates closely with the Director, Chef, and fellow Technician to manage formal invitations to bid, requests for proposals (RFPs), and procurement workflows for smallwares, commercial equipment, groceries, WCSD staff uniforms, and USDA commodity items. Drafts technical specifications, tracks vendor responses, monitors compliance, and prepares bid documentation for audits.

Purchasing & Inventory: Manages food and non-food purchasing for assigned sites. Process purchase orders, verify pricing, and reconcile vendor invoices (Produce, Dairy, broadline distributors, etc.), ensuring compliance with federal, state, and USDA *Buy American* provisions.

Special Diets Field Compliance: Works closely with the K-12 Chef to implement allergy and special-meal modification protocols at assigned schools. Verifies that school managers and staff understand, document, and accurately prepare medical diet modifications safely without cross-contamination.

Menu & Component Execution: Audits school kitchens to ensure the Chef's planned menus, standardized recipes, exact portion sizes, and production records are accurately implemented and followed to meet USDA compliance requirements.

Substitute & On-Call Oversight: Collaboratively manages and maintains the WCSD substitute/on-call food service worker list. Provides high-level support to school kitchen managers as they schedule their own substitutes, and assists with emergency coverage or personnel troubleshooting for assigned school sites.

Temperature Monitoring (Glacier Grid): Oversees and ensures compliance with WCSD automated temperature monitoring procedures. Supports site training and troubleshooting for equipment monitoring and data accuracy.

Inventory & Warehouse Oversight: Monitors stock levels, maintains warehouse catalogs, assigns item numbers, and coordinates product distribution to schools. Resolves vendor discrepancies related to deliveries, damage, or substitutions.

Equipment Maintenance Coordination: Arranges kitchen equipment repairs, track asset tags, and manage maintenance work orders. Collaboratively manages WCSD kitchen smallwares orders twice per year (November and May).

Program Oversight: Coordinates operational compliance and logistics for specialized meal programs within assigned schools (e.g., Summer Meal Program, After School Snacks, Fresh Fruit & Vegetable Program).

Software Support: Provides frontline troubleshooting and training support to kitchen managers on nutrition/ordering software and point-of-sale systems.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have current knowledge of child nutrition and its application in school lunch programs.

Must have an understanding of inventory management and economic order quantities.

Must have strong basic bookkeeping, organizational, and computer skills (spreadsheets, word processing).

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

An Associate's Degree or higher with course study in nutrition, culinary arts, hospitality management, business administration, or a closely related field; **or** 3 years of commercial or school food service experience, plus an additional 3 years in a managerial/supervisory capacity (such as a Kitchen Manager).

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Food Handler/Manager Certification and HACCP awareness.

Must complete annual continuing education/training hours required by the Professional Standards for State and Local School Nutrition Programs Personnel Rule as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1). Requires use of a personal vehicle (mileage reimbursed).

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.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 noise level in the work environment is usually moderate, and very busy and interruptive.

Must be able to travel frequently between WCSD school sites in various weather conditions.

Prepared By: Nutrition Program Coordinator			Date: 07/11/2017
Approved By: Assistant Director, Human Resources			Date: 08/10/2017
☐ Review	☒ Revised	By: Nutrition Program Coordinator	Date: 05/10/2021
☐ Review	☒ Revised	By: Nutrition Program Coordinator	Date: 05/13/2022
☐ Review	☒ Revised	By: Director of Child Nutrition	Date: 05/27/2026

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	