:: Dietetic Technician ::
Department:
Nutrition Center/Food Services

Position Code:
20120406 - Dietetic Technician

Work Hours:
40 hr/wk, year round

Application Deadline:
04/20/2012

Position Description:

SUMMARY:
Under general supervision, ensures integrity in nutrition information provided by the Culinary and Nutrition Services; acts as a liaison between school staff and culinary center regarding dietary accommodations.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Acts as liaison between school staff, nurses, and culinary center staff regarding dietary accommodations.
- Updates ingredient lists as items and recipes are added/changed.
- Updates Nutrition and Inventory software as items are added/changed.
- Reviews and process food and supply orders from sites. Create move orders and back to stock for all products moved at culinary center.
- Participates in the research and development process by reviewing potential products to ensure compliance with Department nutrition standards.
- Receives orders from outside vendors into Nutrition and Inventory software.
- Coordinates with shipping and receiving staff to ensure that inventory reported in the software accurately reflects actual inventory at the Culinary Center. Researches any inventory discrepancies and report findings to manager.
- Participates in daily production meetings.
- Monitors inventory levels and report high or low inventory numbers to Buyer.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and MPS staff; acts in a manner that promotes a harmonious and effective workplace environment
- Enthusiastically promotes the Superintendent’s goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and MPS information.
- Other duties or tasks may be assigned on an as-needed basis
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.
MINIMUM QUALIFICATIONS:
- Dietetic Technician Associate Degree; OR an equivalent combination of education, training and experience as determined by Human Resources.

Knowledge of:
- Federal, state and local codes and regulations governing food handling and public nutrition services.
- Common dietary accommodations.
- Nutrition and ingredient listing.
- Safety and sanitation practices for food preparation, distribution and storage.
- Principles of inventory control for institutional food and equipment.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.
- Environmentally responsible distribution methods.

Skill in:
- Food preparation techniques and practices.
- Assessing the amount of product needed to prepare finished goods.
- Performing general math calculations, and inventory and records management tasks.
- Reviewing operations, identifying potential food safety hazards, and verifying MPS compliance with state and Federal regulations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with co-workers and clients.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS
A valid Minnesota State Driver’s License may be required. Certification from Minnesota Department of Health as Certified Food Manager is required within 30 days of hire. Must be DTR (registered diet tech) within 60 days of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
Work is performed in a commercial food service and kitchen work environment; moderate physical requirements, with risk of burns and cuts; frequent lifting, carrying, and moving up to 50 pound containers of food preparation materials and equipment; may require working in a walk-in freezer.

SALARY: SEIU Local 284 Proposed Salary Range: $20.33/hr - $25.89/hr

FOR FURTHER INFORMATION, PLEASE CONTACT: Irfan Chaudhry at Irfan.Chaudhry@mpls.k12.mn.us

Diversity is one of Minneapolis Public Schools core values and is essential to our goal of putting children first and making them college-ready. Diversity of our workforce provides us with a competitive advantage and allows us to better understand, communicate with and educate our diverse student body. Minneapolis Public Schools will not deny anyone the opportunity for training or employment because of sex, race,
religion, color, creed, national origin, marital status, age, sexual preference, disability or status with regard to public assistance.

Minneapolis Public Schools strongly encourages diverse candidates to apply.

METHOD OF APPLICATION:
All applicants, including MPS employees, must complete an on-line application at www.mpls.k12.mn.us (click on Careers). In addition, upload an electronic copy of both your cover letter and resume to your application at the time that you apply. Make sure that you apply for the specific position in which you are interested.

Only complete applications, which include all of the following items, will be considered: