

ROSEBURG PUBLIC SCHOOLS

NUTRITION SERVICES COORDINATOR

POSITION SUMMARY

Under the direction of the Director of Finance and Operations, manages the District's Child Nutrition Program and works closely with and acts as a liaison to parents, District administrators, staff, and Child Nutrition Services Contractor. This includes managing the contract and ensuring all District responsibilities under the Oregon Department of Education Child Nutrition Programs (DOE CNP) and USDA Child Nutrition Programs (USDA CNP) are met.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Acts as the District Liaison with the Child Nutrition Services Contractor. Works closely with Contractor's Manager to ensure all aspects of contract are enforced and a quality program is provided to students.
- Responsible for annual renewal of Child Nutrition Services contract with Contractor and ODE CNP.
 - Assists with requests for proposals and vended meal contracts when required.
- Functions as liaison and information link between parents, schools, administrators, and the Child Nutrition Services Department to ensure the safe and efficient provision of child nutrition services, including evaluation needs and requirements, explaining laws, policies, and procedures; ensuring that accurate information is communicated to all involved parties.
 - Effectively and efficiently communicates information to parents, administrators, contractor, and the community.
 - Provides excellent customer service by developing a strong working relationship with contractor and coworkers.
 - Organizes mass communication as needed.
 - Works collaboratively with local community groups and contractor to receive public input for improvement and provide education on the District's Child Nutrition Programs.
 - Seeks Child Nutrition Grants as appropriate to support the District's Child Nutrition Program.
- Maintains working knowledge of federal, state, and local child nutrition program requirements and regulations.
 - Completes and maintains all required training for the position including food safety certification, food handler's card and all ODE CNP and USDA CNP required training.
- Completes new kitchen staff training in full to understand all aspects of the Child Nutrition Program provided by the contractor.
 - Attends and/or leads Child Nutrition Program staff meetings.
 - Provides back up support to Child Nutrition Program staff when requested by contractor.
 - Ensures data and program integrity by maintaining accurate and complete records.
 - Responsible for reconciliation of Child Nutrition Program funds and tracking of expenditures between individual nutrition programs and between district and contractor operations.
 - Maintains ODE CNP web information, completes annual renewals and updates as needed.
- Responsible for monthly reimbursable meal claims reconciliation and submissions for payment from ODE CNP.
 - Works with the business office to prepare annual budget.
 - Processes purchase orders and places orders of goods for District Child Nutrition Program.
 - Ensures USDA Food entitlement is fully utilized by Contractor.
 - Works with the Business Office to support contractor invoice processing.

- Completes the free and reduced application process or Community Eligibility Program application as required.
- Completes year-end processes for all Child Nutrition Program accounts; preparing journal entries as needed to record revenue and expenditure activity.
- Assists annual financial auditors with required information.
- Maintains all necessary fixed assets files and equipment lists and provides timely updates to Business Services for preparation of the annual reconciliation report for the auditors.
- Creates and updates District Child Nutrition Program procedures, processes, handbooks, and forms.
- Communicates and provides training and assistance to building administrators and staff on policies and procedures of Child Nutrition Programs.
- Monitors the District's Child Nutrition Program, completes audits as required by ODE CNP and USDA CNP regulations.
- Assists with federal, state, and local audits of the Child Nutrition Program, providing documentation and coordinating with the contractor as needed.
- Schedules county health inspections of kitchens and off-site serving locations.
- Prepares clear and accurate accounting reconciliations and financial reports.
- Follows District and department policies and procedures.
- Other duties as assigned

➤ *Denotes Essential Job Function*

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

EDUCATION AND/OR EXPERIENCE

- Meet the USDA hiring standards' minimum educational requirements for new directors or managers hired after July 1, 2015 including;
 1. a bachelor's degree with a major of Foods and Nutrition, Food and Nutrition Program Management, Family and Consumer Science, Dietetics, Nutrition Education, Culinary Arts, Business, or related fields; OR
 2. a bachelor's degree with any academic major and a state recognized certificate; OR
 3. a bachelor's degree with any academic major or at least two years' experience; OR
 4. an associate's degree with one of the specific majors listed above and at least two years' experience.
- An exception to the minimal education requirements may be granted by the hiring administrator for an individual who has at least ten (10) years of school nutrition program experience per School nutrition program professional standards 210.30(b)(1)(iv)(B)

EXPERIENCE

- Previous experience within a K-12 public education institution kitchen highly preferred

LANGUAGE SKILLS

- Ability to write accurate and effective reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions.
- Ability to respond professionally to common inquiries or complaints from staff or regulatory agencies. Ability to read, analyze and interpret complex documents including contracts.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to speak effectively before groups of students, staff and parents.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent and to draw and interpret bar graphs.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions furnished in written, oral diagram, or schedule form and deal with several abstract and concrete variables.

COMPUTER/EQUIPMENT SKILLS

- Ability to input and retrieve computerized data accurately and rapidly.
- Proficient with spreadsheets, word processing software, presentation software, databases, contact management software, internet, email, and desktop publishing software; including but not limited to Google Suite, (email, Sheets, Docs, Forms, and Slides) and Microsoft Office (Excel, Word, PowerPoint, and Publisher).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid drivers' license.
- Food Handler's card and SERV Safe Certification (may be obtained after hire).
- Blood borne pathogens training (provided by District).
- Others as required by the District.

INTERPERSONAL SKILLS

- Excellent customer service skills
- Ability to maintain professional, courteous, and friendly demeanor at all times.
- Works well with others.
- Focuses on solving conflict.
- Maintains confidentiality.
- Listens to others without interrupting.
- Open to opposing ideas/feedback.
- Contributes to a positive team environment.

PHYSICAL REQUIREMENTS: 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 accommodation may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required, in an 8-hour day, to sit for 5-8 hours; stand/walk/move around for 1-4 hours; drive 1-3 hours.
- Regularly required to talk and hear.

- Regularly required to use hands to finger, handle or feel objects, tools, or controls.
- Lifting 50 pounds occasionally with occasional sitting and frequent standing / walking.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop and/or bend.
- Regularly required to travel within and outside of the district.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

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

The noise level in the work environment could be low to moderate. The employee's work is most frequently indoors, but often requires going outdoors in the weather to pass from building to building and drive from site to site.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (*or the position*) at any time as it deems advisable.

WORKPLACE EXPECTATIONS

- Performs duties in a courteous and efficient manner that builds the confidence of staff, students, and the public.
- Observes laws, District and department policies and procedures, and professional standards for the position as determined by the District.
- Establishes and maintains effective working relationships with school personnel, parents, students, and the public; works collaboratively as a team member.
- Carries out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respects confidential information and the privacy of students, staff, and parents.
- Develops job skills necessary to meet changes in the position.
- Maintains personal appearance and hygiene appropriate to the position as defined by the District.
- Meets applicable District physical ability/health and safety guidelines for the position.
- Attends work regularly.
- Cell phone after hours contact/availability.
- Works outside of normal assigned hours as required (may be am/pm/weekends).
- Performs other duties as assigned.

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EMPLOYEE STATEMENT

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time, and that I remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodation. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work in this position.

Employee Name (please print) _____

Signature _____

Date _____