

Adopted April 2009
Revised May 2017

Position Description
School Nutrition Coordinator
Previously Food Service Manager

QUALIFICATIONS:

A. Education

Associates degree in culinary arts or commercial food service operations preferred.

B. Experience

1. Minimum of five years experience as a Food Service manager or comparable position.
2. Minimum of three years of experience of administrative/supervisory responsibility preferred.
3. Proficient with computer software applications: word processing, spreadsheets and food service software programs.
4. Proficient with the operation of computerized sales system and account reconciliation.
5. Experience managing food service operations and working with administrators and management.

C. Other Considerations and Requirements

- Ability to work as an effective team member.
- Effective written and verbal communication skills.
- Must be able to assume assignments with a high degree of self-direction.
- Maintains valid driver's license and reliable transportation.
- Ability to travel to training programs and other districts as required.

REPORTS TO:

Director of Food Services

SUPERVISES:

Multiple school based Food Service staff

JOB GOAL:

The Coordinator is responsible for the efficiency and effectiveness of a cluster of school based food service operations, including the supervision and evaluation of the Food Service staff.

PERFORMANCE RESPONSIBILITIES:

A. Essential Functions

1. Assists the Director of Food Services in the planning, budgeting, and implementation of the department's goals and objectives.
2. Prepares all food service staff payroll.
3. Interviews and makes hiring decisions for all food service employees.

4. Supervises, evaluates and trains school food service staff in the daily production of meals, including food preparation, serving and cashiering.
5. Recommends to the Director the appointment, termination, transfer and scheduling of food service staff.
6. Conducts performance evaluations with food service staff and addresses performance issues as needed.
7. Interviews and makes hiring decisions for all food service employees.
8. Prepares food service staff payroll for school sites.
9. Arranges for food service substitutes to assure appropriate coverage at the school sites.
10. Oversees the preparation of the food, bread and supplies orders by school sites.
11. Writes monthly menu for schools in compliance with the USDA Child Nutrition Standards.
12. Oversees the daily inventory of food, commodities and supplies by school sites.
13. Submits monthly inventory reports to Director by school sites.
14. Ensure that safety and health guidelines as specified under Hazardous Analysis Critical Control Point (HACCP) are adhered to in the school kitchens. Documents all such compliance issues.
15. Cooperates with health officials in compliance and policy with local and state public health laws and codes.
16. Maintains integrity and accountability of the Child Nutrition Program through compliance with all federal, state and local regulations at individual schools.
17. Observes cafeterias to check for high standards of health and safety to evaluate opportunities for improvements in operations.
18. Assist the Director in the planning, budgeting, and implementation of the department's goals and objectives.
19. Addresses concerns raised by parents, staff or students.
20. Provide leadership to ensure school meals will be served in pleasant facilities and by a courteous staff.
21. Offers students a wide variety of quality meals that meet or exceed requirements for nutrition and customer satisfaction.
22. Serves as a resource person for student and PTG activities. Provides services related to health/nutrition when requested by Director or Principal.
23. Performs other duties pertaining to food services as assigned by the Director.
24. Attends food service meetings as required.

TERMS OF EMPLOYMENT:

Days Contracted Per Letter of Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Frequently required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Occasionally required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs.:	Frequently required
6. Carry 11 to 25 lbs.:	Occasionally required
7. Carry 26 to 50 lbs.:	Occasionally required
8. Carry over 50 lbs.:	Rarely required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering	Frequently required
5. Controls and Equipment:	Computer, Telephone, Food Service tools and equipment.

Other Physical Consideration:

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface (s):

Varies from carpet to linoleum to tile and safety matting.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 <u>2</u> 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Stand	1 2 <u>3</u> 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
Walk	1 <u>2</u> 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and queries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Necessary for doing job effectively.

Department Head or Executive Officer

Signature: _____ Date: _____

Human Resources

Signature: _____ Date: _____