



Job Description

Job Title: Field Coordinator, Menu Development/Special Projects

Department: Nutrition Services
 Reports to: Director of Nutrition Services
 Revision Date: 02/2022

Work Year: July 1 – June 30
 Hours Per Day: 8
 Days Per Year: 220
 Next Revision Date: 02/2024

SUMMERY: An employee in this position performs a variety of duties in the direct creation of menus and menu cycles. These tasks must be consistently performed according to the established guidelines. This employee must exercise considerable independent judgement and initiative in planning, developing and coordination of breakfast, lunch, snack, summer programs and other menus and production records. The menu planner must work fluidly with the Nutrition Service Buyer and Director to achieve maximum use of all food commodities available. The menu planner must have a high level of organizational skills, dependability, and independence in performing and meeting the standards required to perform all work-related tasks. This position will also manage the special dietary needs for students with meal modification restrictions: and provide a link between the areas of Nutrition Service and School Wellness.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
<ul style="list-style-type: none"> • Responsible for understanding the guidelines for all menus and special diet requirements of the USDA meal programs. • Responsible for understanding the ingredients used in the menu, special dietary restrictions, and appropriate cost-effective measures for producing a quality product within budgetary constraints. • The menu planner must be able to interact with a variety of customer, including students, parents, administrators, vendors, and visitors. 	Daily	50%

<ul style="list-style-type: none"> • Must be able to implement cycle menus, nutrient analysis, menu planning guidelines, food/product development and standard/serving guidelines. • The menu planner may be called on to coordinate marketing promotion, assist the Supervisors, interview food service employees for feedback, attend professional meetings work on local committees, evaluate school sites, and perform other duties as needed. • Appropriate use of department software related to food preparation, production records, food safety, HACCP procedures for food products. • Understand, implement, and monitor USDA, state, local, district, and departmental regulations, policies, and procedures for the Child Nutrition Programs and other programs offered in our district. • Assist administration in evaluation of planning, organizing, and implementing school breakfast, lunch, snack, summer feeding, Head Start, Fresh Fruit and Vegetable Program, Farm to School and other programs as necessary. • Attend meetings and trainings to receive and implement new regulations and information vital to the operation. • Serves as a mentor for and or oversees dietetic interns completing rotation hours within the Nutrition Services Department. 		
<ul style="list-style-type: none"> • Manage all diet plans for students with food allergies and ensure that staff at schools follow the menu restrictions that physicians have set in place for these students. Research, conduct analysis and work with buyer to find food that is appropriate to the menu plans. • Conduct and work with parent groups on special diet meal management education and or needs. • Conduct and work with school nurses, health clerks, and special needs paras on meal management education or needs. 	Daily, Weekly Annually	30%
<ul style="list-style-type: none"> • Research grant opportunities to help financially support the department. Complete and submit grant applications that directly support the nutrition components of the Nutrition Service Department. Provide grant management, reporting and utilization of these funds in partnership with the director, accounting and buyer of the department. 	Daily, Weekly Annually	10%

<ul style="list-style-type: none"> • Work closely with the Wellness Coordinator to support development of student wellness and nutrition education partnerships with the cycle menus. 		5%
Performs all other duties as assigned.	As Needed	5%
Total		100%

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE

- Operating knowledge of and experience with personal computers and peripherals.
 - Operating knowledge of software programs such as Point of Sale software, Excel, and Word preferred.
 - Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
 - Experience with large volume food production, serving and sanitizing equipment preferred.
 - Knowledge of basic kitchen utensils including knives, slicers, thermometers, and cleaning agents preferred.
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BUDGET AND/OR RESOURCE RESPONSIBILITY

- Oversees site budgets to ensure purchase orders and inventories are comparable to the number of meals served.
 - Manage monies to run a project or activity at a site.
 - Oversee management of petty cash (up to \$500) funds in each of the assigned sites.
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EDUCATION AND TRAINING

- Bachelor’s degree in Dietetics, Nutrition, Hotel/Restaurant Management, Food Service or other closely related field is required.
- Preferred Registered Dietitian, Master in Nutrition
- Current valid driver’s license
- SERV Safe Certification within 6 months of employment
- Level 2 Certification or Credentialing by the School Nutrition Association is required within 2 years of hire

SKILLS, KNOWLEDGE, AND ABILITIES

- Must possess a valid Colorado driver’s license.
- The work may be performed indoors or outdoors.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Director, Nutrition & Warehouse Services	
	POSITION TITLE	
Direct reports:	This job has direct supervisory responsibilities.	# of EMPLOYEES Up to 75

BUDGET AND/OR FINANCIAL RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		x		
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste			X	
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary depending upon location, or additional duties maybe assigned by the location.

I have read the above job description and I am physically capable of performing all the essential functions (duties and responsibilities) of this position.

Employee Acknowledgment:

Signature

Date