

## DURANGO SCHOOL DISTRICT 9-R PROFESSIONAL/TECHNICAL JOB DESCRIPTION

**Job Title:** Student Nutrition Field Coordinator  
**Date Prepared:** August 8, 2004  
**Work Year:** 202 + six paid holidays  
**Pay Grade:** Professional/Technical Grade 3 -6.5 hrs/day  
**Department:** Nutrition Services  
**Reports To:** Director, Student Nutrition Services

**SUMMARY** Oversee procedures and policies, supervise school cafeteria staff, monitor and track food usage, and assess methods of improving operation of food service program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 25% Direct and oversee procedures for carrying out established philosophy, policies, and procedures of the Student Nutrition program; recommend changes to policies and procedures.
- D 15% Assess the effectiveness of practices and efficiency; recommend methods of improvement; implement approved changes.
- D 10% Supervise cooks and ~~cook's helpers~~ at all assigned locations
- D 10% Provide training and guidance to cafeteria staff.
- D 5% Troubleshoot technology issues for cafeteria staff.
- A 15% Conduct observations at least once per year and evaluations of staff one time per year or as allowed by the master agreement.
- D 10% Assess and input food orders.
- D 10% Monitor and track all USDA commodities.
- Ongoing 10% Perform other duties as assigned.

*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.*

**EDUCATION AND TRAINING** High school diploma or equivalent.

**EXPERIENCE** 1-3 years successful experience in school food service and/or quantity food production in an institution or commercial business. Point-of-sale experience helpful

**SKILLS, KNOWLEDGE, & EQUIPMENT** Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive work climate. Verbal and written communication; interpersonal, and supervisory skills. Knowledge of child nutrition. Operating knowledge of and experience with microcomputers, Microsoft Word and Excel. Ability to supervise and train personnel. Ability to perform basic math skills, recipe conversion and writing.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license.

**DECISION MAKING** Requires analysis and application of professional knowledge and experience to ensure nutritious meals throughout the district, efficient operations, financial success, and compliance with state and federal laws. Errors in decision making could result in embarrassment, financial loss, and/or illness if district meals and programs are inadequate or unhealthy.

**COMMUNITY RELATIONS** Daily contact with classified staff within department to negotiate controversial matters and with classified staff outside department and professional staff within department to maintain relationships. Daily/Weekly contact with parents to furnish information. Weekly contact with students to furnish information, and with professional staff outside department to maintain relationships.

**SPAN OF CONTROL** Directly supervises employees in Student Nutrition Department. Positions supervised include cooks and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.

**EDUCATIONAL DELIVERY** Promote an environment conducive to learning by ensuring students receive nutritious meals that comply with state and federal regulations. Provide support services for educational resources. Provide direct services for supervision and evaluation of personnel who work with students on a regular basis. The majority of time is spent on the school site.

**COMPLEXITY OF WORK** Work is assigned by Director of Student Nutrition Services. Requires independent thinking, facilitation, interpersonal, negotiation, and communication skills. Requires judgment to meet varying conditions and to resolve situations where state, federal, local, or district health and nutrition laws are not applicable.

*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 DEMANDS** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to coordinate, compute, evaluate, and negotiate. Occasionally required to compare, analyze, copy, instruct, synthesize, and compile.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to wet, and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The noise level in the work environment is usually moderate.