

COORDINATOR III (Nutrition Services)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Director of Business/Psychological Services, will plan, organize, and direct the District's nutrition services operations and programs; coordinate and implement menu and recipe preparation functions; assure nutrition services programs and menus comply with applicable federal regulations and nutrition standards; serve as a resource to District personnel and the educational community concerning nutrition services program processes, nutrition education and appropriate child nutrition dietary needs; train and supervise the performance of assigned personnel; and complete other related functions as required;

ESSENTIAL JOB FUNCTIONS:

- Plan, organize and direct the District's food service and nutrition programs
- Develop and implement District-wide policies and procedures to assure compliance with federal, State, and local laws and regulations
- Supervise the Nutrition Service Manager and guide the overall operation of the District's Food Service and Nutrition programs; Stand-in as Nutrition Services Manager in the event of an emergency or extended absence
- Develop and implement District-wide goals, objectives, policies and procedures related to the District and Nutrition Services programs and student medical diet plans to assure compliance with federal, State and local laws and regulations
- Assist in the development and preparation of the annual budget for Nutrition Services and monitor budget allocations, authorizes expenditures in accordance with established guidelines, monitor fund balances and related financial activities for the purpose of ensuring the allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Review, interpret, implement, monitor and supervise regulations, policies, and procedures of the School Breakfast Program, National School Lunch Program, Child and Adult Care Feeding Program-After School At Risk Meals Program and Summer Food Service Program
- Develop, monitor, and supervise the free and reduced-price meals program in accordance with current policies and regulations as required by the State Department of Education and assists by problem solving and maintaining records
- Research, assemble, and analyze information for federal and State reports; gather required supporting documents; prepare detailed reports
- Assist the teaching staff with nutrition resources to integrate nutrition in the classroom;
- Assist the Nutrition Services Manager with planning, development, and supervision activities of the central kitchen, school cafeterias, and contracts for food services
- Develop and conduct orientations, trainings, and instructional seminars for new personnel in the nutrition service operations; assist with supervision and evaluation of nutrition services staff and the operation of the food warehouse facility and delivery routes
- Provide standards for quantity, quality, and nutrition of food prepared and served
- Direct the selection of foods and supplies; coordinate and check for proper storage and efficient use; inspect food for quality
- Assist with the selection of qualified vendors; review bid comparisons and preparation of specifications for food, supplies, and equipment
- Coordinate with the Nutrition Services Manager and oversee the menu planning to ensure adequate nutrition and dietary balance needs are met
- Prepare bids and specifications for food, supplies and equipment; compare bids for quality, price, and service and recommend award
- Develop and recommend food price schedules
- Prepare written and oral reports and maintain records
- Communicate with school administrators, district personnel, parents and outside organizations; resolve issues and conflicts and exchange information, as appropriate
- Operate a variety of office equipment including a computer and related software; operate a variety of kitchen equipment as necessary; operate District vehicles

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties;
- Ability to follow oral and written directions;
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally;

KNOWLEDGE OF:

- Planning, organization, and direction of large scale Food and Nutrition department;
- Menu planning to meet nutritional requirements of school age children;
- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of supervision and training;
- Principles of accounting as related to food service financial record keeping and reporting;
- Appropriate safety precautions and procedures;
- Interpersonal skills using tact, patience, and courtesy;

SKILL AND ABILITY TO:

- Plan, organize, and administer the Food and Nutrition program of the District;
- Provide leadership in nutrition education and food service;
- Direct the operation of all phases of the food service operation and nutritional standards;
- Direct a comprehensive program of staff development;
- Analyze problems, develop sound problem solving models and solutions;
- Gather, analyze, and evaluate data, read and understand technical materials, policies, and reports;
- Develop and monitor work schedules;
- Operate a motor vehicle;
- Assure compliance with federal, State, and local laws and regulations;
- Direct a school nutritional program;
- Direct the maintenance of a variety of reports and files related to assigned operations and activities;
- Prepare comprehensive narrative and statistical reports;
- Work independently with little direction;
- Plan and organize work;
- Meet schedules and timelines;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Supervise and evaluate the performance of assigned staff;

WORKING CONDITIONS:

- Office and kitchen/cafeteria environment;
- Driving a vehicle to conduct work;

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time;
- Reach in all directions;
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds;
- Bend, twist, kneel and stoop;
- Write legible reports;
- Read notes, memos and printed material;
- Speak clearly and communicate effectively.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Food Science and Nutrition, Food and Systems Business Management, Food Administration, Dietary Food and Nutrition Services with a business background or related field; experience with menu planning for healthy populations and medical nutrition therapy for the development of individual medical menu planning; registered dietitian nutritionist (RDN).

WORK YEAR:

220 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board approved: June 18, 2015

*Board adopted: 10/11/05
Update: 12/14/10
Update: Pending board
approval 6/2/15*