

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Coordinator of Food & Nutrition Services  
**Job Family:** Food Services  
**Department:** Student Nutrition  
**Typical Work Year:** 12 months

**Pay Grade:** Administrative Salary Schedule  
**FLSA Status:** Exempt  
**Prepared/Revised Date:** July 1, 2016

**SUMMARY:** Maintain a food service program that captures a high percentage of participation, meeting the requirements of the federal school lunch reimbursement program, the farm to school program, and the food cost/labor budget. Manage a successful food service program by preparing and serving food, maintaining kitchen, washing dishes and trays, receiving payment for meals, ordering food supplies and keeping inventory.

**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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 25% Interpret and administer local, state and federal statutes as they pertain to standards of sanitation, safety, food preparation and service in the kitchen areas. Review and evaluate monthly reports submitted to Colorado Department of Education (CDE).
- D 20% Manage Nutrition Services personnel and facilities to obtain optimum efficiency, including interviewing, hiring, assigning, supervising and evaluating.
- D 17% Supervise purchasing and distribution of all food, supplies and commodities related to food service operations and maintain inventories.
- D 10% Coordinate the planning of menus to maximize participation, enhance nutritional values and minimize costs, including analyzing nutritional components of menus to maintain optimal health for students and staff.
- D 7% Prepare the Nutrition Services budget, evaluate school profit and loss statements and implement necessary measures to ensure profitability.
- D 5% Continue to analyze operation and implement changes for improvement and advancement of programs by actively participating in local, state and national food service and business operations.
- D 6% Provide in-service and training for all Nutrition Services personnel in the areas of food preparation, portion control, equipment use, sanitation, customer service, cost control, personnel management, and various software programs.
- D 4% Evaluate new food products, supplies, equipment and services for implementation in food program, kitchens, computerized ordering, inventory, labor, etc. Evaluate grant possibilities and apply when appropriate.
- W 2% Provide updates to the Board of Education regarding the status of the Nutrition Services program and communicate with newspapers, public relations and other media to publicize value of the school meal programs.
- Ongoing 4% Perform other duties as assigned.

**EDUCATION AND TRAINING:** High school diploma or equivalent required. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions of the position. B.S. in related field preferred.

**EXPERIENCE:** 3-5 years total experience with food service, accounting, and supervision. Experience in school nutrition services preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to frequently travel among District facility locations.
- Basic accounting and microcomputer skills
- Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specific writing, procurement, report writing information analysis, strategic planning, marketing, nutrient analysis.
- Ability to organize, assign, direct and inspect work of subordinates and exercise good judgment in evaluating situations and making decisions.
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Knowledge of large volume food production, serving and sanitizing equipment required.
- Knowledge of normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.
- Knowledge of operation and specifications of commercial kitchen equipment required upon entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Chief Operations Officer

**Direct Reports:** This position supervises and evaluates the staff in the nutrition department.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsibility for developing, administering, monitoring, analyzing and coordinating the nutrition services budget.
- Responsible for adjusting staffing and resources at central office and the sites to keep departments within budget.

**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			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feed				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			
	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			
	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			
	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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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