**JOB DESCRIPTION**

Park Hill School District

**Nutrition Services Operations Coordinator**

**Purpose Statement**

The Nutrition Services Operations Coordinator supports a multi-unit school foodservice operation with primary responsibility for department logistics and resource management to ensure high-quality staff, equipment, and supplies are available to support program needs. The Operations Coordinator implements, monitors and evaluates standard operating procedures, compliance measures, and progress toward goals, as well as efficiency of operations.

*The Nutrition Services Operations Coordinator reports to the Director of Nutrition Services and assumes responsibility of the Nutrition Services Department in the absence of the Director.*

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**Essential Functions**

* Administers the Nutrition Services Human Resource Management Program to create a highly skilled, competent, and productive workforce through recruitment, interview, and recommendation of new hires, promotions, transfers, and terminations; Supports program success with consistent employee training, supervision, coaching, and performance appraisal.
* Collaborates with internal and external district community members (i.e., other administrators, auditors, public agencies, vendors, etc.) to implement, enhance, or maintain school nutrition programs.
* Conducts new employee/new manager training and implement professional development program for all Nutrition Services staff to develop efficient, well-functioning teams that feel valued; provides social discipline through high levels of support and accountability; ensures compliance with USDA School Nutrition Professional Standards.
* Implements standard operating procedures (SOPs) for effective forecasting and inventory management, streamlined food production and service, and essential maintenance of site-based food service operations.
* Leads bi-annual on-site kitchen reviews to assess compliance with federal, state, and local laws and regulations for nutrition standards, reimbursable meals, recordkeeping, safety and sanitation, as well as evaluate food quality, production and service, program participation, marketing, customer service, and fiscal performance.
* Manages food/supply delivery process in coordination with external vendors and internal warehouse team; executes food safety plan based on Hazard Analysis and Critical Control Points (HACCP), Standard Operating Procedures (SOPs), local health department regulations, and industry best practices; assists with response to food recalls to compile district report of goods received, current inventory, and return or destruction of recalled food as directed by FDA, USDA, food manufacturers, distributors, and health department.
* Monitors expenditures, site inventories, and related financial activities to ensure allocations are accurate, revenues are recorded, expenses are within budget, and fiscally sound practices are followed; Prepare reports to convey information and comply with federal, state, and local requirements.
* Oversees performance of Nutrition Services information technology systems in collaboration with district Information Technology Department; understands the functionality of and connectedness between all foodservice software modules and programs, how they impact daily operations, and how the interact with district information systems.
* Participates in conferences, workshops, seminars/webinars to convey and/or gather information required to perform functions of the job; collaborates with others to support new program initiatives.
* Promotes employee safety through assessment, resources, and support; implements department Emergency Management and Response Plan in collaboration with relative stakeholders.
* Supports development of kitchen design standards, including equipment specifications, to ensure safe storage, efficient workflow, and exceptional service within budgetary constraints; maintains small equipment inventory based on historical data and forecasted needs.

**OTHER FUNCTIONS**

* Directly supervises Quality Assurance and Nutrition Managers, as well as the Nutrition Services Warehouse Manager.
* Assumes duties and responsibilities of Quality Assurance Managers and Kitchen Managers, as needed, to maintain department operations.
* Performs other related duties as assigned to ensure effective functioning of the Nutrition Services operation.

**JOB REQUIREMENTS – MINIMUM QUALIFICATIONS**

**SKILLS, KNOWEDGE, and ABILITY:**

**SKILLS** are required to perform multiple, technical tasks with the need to occasionally upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform job functions include: interpersonal aptitude – verbal and nonverbal communication, ability to handle conflict, teamwork, empathy, and positive attitude; personnel and project management; recordkeeping; and, computer software skills, including Microsoft Office suite and school nutrition specific software.

**KNOWLEDGE** is required to perform math, including calculations using fractions, percents, and/or ratios, as well as some basic algebra; to review and analyze a variety of technical materials, create documents following prescribed formats, and present information to others often in a persuasive manner. Specific knowledge-based competencies required to satisfactorily perform job functions include: applicable federal, state, and local regulations, policies, laws and codes; program planning and development; accounting/bookkeeping; quantity food production; and public health and safety standards.

**ABILITY** is required to schedule activities, meetings, and/or events, to gather, collate, and/or classify data, and to use various job-related equipment. Flexibility is required to work independently and with diverse groups in a variety of circumstances. Ability to think critically and problem-solve to analyze issues and create action plans is also required. Specific ability-based competencies required to satisfactorily perform job functions include: working a flexible schedule to meet changing priorities of the job.

**RESPONSIBILITY:**

Responsibilities include: working under limited supervision using broad organizational guidelines to achieve unit and department goals and objectives; managing others within a department, large work unit, and/or across several smaller work units; monitoring budget expenditures for single work units within a larger department; utilizing resources from other work units may be required to perform job functions. There is a continual opportunity and responsibility to impact the organization’s program and services.

**WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some balancing, stooping, kneeling, crouching, and/or crawling and fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under hot and cold temperature variations.

**EXPERIENCE:** Job related experience within specialized field with increasing levels of responsibility.

**EDUCATION:** Bachelor’s degree in job-related area (i.e., Food Service Management, Dietetics, etc.) or equivalent work experience.

**CERTIFICATES/LICENSES:**

* ServSafe Manager Certification or approved equivalent, *required* within 60 days of employment.
* School Nutrition Association (SNA) Certification or School Nutrition Specialist (SNS) Credential, *preferred.*
* Valid driver’s license