



## Job Description

Prepared/Revised Date: February 2023

Job Title: **Hiring and Development Coordinator**  
 Job Family: **Nutrition Services**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1170**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 17**

**SUMMARY:** Responsible for the ongoing hiring of kitchen staff. Oversees the Cook-Cashier training program including scheduling, providing training, collecting payroll documents and ensuring department and professional standards are met. Supervise and coordinate nutrition staff, operations and activities at the Nutrition Training kitchen. Provide effective district-wide implementation of district, state and federal Child Nutrition programs and related initiatives.

**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
1. Responsible for the ongoing hiring of kitchen staff including, but not limited to, submitting vacancies, reviewing candidates, attending job fairs, interviewing, obtaining reference checks, and making employment offers. Facilitate the onboarding process to ensure new hire process is streamlined. Facilitate the onboarding process to ensure new hire have completed all pre-hire requirements to begin employment. Create and maintain new employee files, including emergency contacts, transfers and resignations. Coordinate kitchen access for new employees. Provide technical support to candidates utilizing the district recruitment system. Communicate with potential candidates about vacant positions and submitting employment applications.	D	40%
2. Responsible for supervising floater kitchen managers. Schedule cook cashier trainees in kitchens and provides on-site kitchen orientation and training. Coordinates and provides new employee and/or position training.	D	35%
3. Give and document performance feedback throughout the school year utilizing the department sub evaluation prior to being placed in a regular position. Address employment issues including but not limited to performance and attendance, including progressive discipline. Complete floater kitchen manager performance evaluations positions. Assist with the completion of performance evaluations as for all trainees.	W	8%
4. Track, monitor and process employee payroll information for cook-cashier trainees and regular staff working at locations different from their EAF including corrections based on employee supplemental timesheets. Ensure payroll documents are submitted meeting all payroll deadlines.	D	5%
5. Create and maintain MPLH spreadsheet templates and employee tracking systems for all kitchen locations outlining allowable staffing hours based on participation.	W	5%
6. Responsible for coordinating and tracking trainings for all Nutrition Services employees. Monitor and track that professional standards are being met. Ensure hours meet required standards.	W	3%
7. Perform other job-related duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent required.
- Must be a minimum of 18 years old.
- Minimum of one (1) year of related experience preferred.
- Minimum of one (1) to three (3) years of computer and software experience required.
- Minimum of three (3) years of work experience that required customer service.
- Minimum of three (3) years supervisory experience of multiple employees.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to frequently travel among district facilities.
- Advanced skills are needed in problem solving issues.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students and staff with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with MS Office Suite (Word/Excel/Powerpoint) and Google applications.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Nutrition & BASE Resource Manager	3021

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Cook Cashier Trainee	1-35	040328
	Floating Kitchen Manager	3	various

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for training employees; planning, assigning and directing work; assisting with appraising performance; and addressing complaints and resolving problems.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk		X		
Sit		X		
Use hands and fingers to handle and/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			

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

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	