

Job Title: **Nutrition Menu Coordinator**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Work Year: **12 months**

Job Code: **1172**  
 FLSA Status: **Ex – P**  
 Pay Range: **L10**

**SUMMARY:** Responsible for managing the implementation of district, state and federal Child Nutrition programs and related initiatives district-wide. This includes organizing and maintaining quality menu planning, nutritional analysis, menu cost analysis, inventory management, commodity management, food and supply purchasing, and related issues, through the use of district technology information systems. Ensure department compliance with established nutrition quality standards and state, federal, and local guidelines. Supervise and coordinate nutrition staff, operations, and activities in assigned locations. Develop and promote good community relations among various community and school stakeholders.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Manage menu development for all applicable Child Nutrition Programs. Accountable for compliance with department, district, United States Department of Agriculture (USDA), state, and federal guidelines. Administer the nutrition analysis software for the department and complete menu development. Effective implementation of current USDA Child Nutrition Programs, policies, and practices, including, but not limited to special diets, district wellness policy, Smart Snacks, Fresh Fruit and Vegetable Program, and Smarter Lunchroom initiatives. Responsible for the collection and maintenance of monitoring reports related to the wellness policy as required by CDE and USDA.	D	35%
2. Perform cost analysis for all menus to assist in budget development. Manage and perform duties required for USDA commodities including ordering and distribution to utilize commodities to the maximum extent possible. Analyze data; assist in the development and management of budgets and expenditures.	D	15%
3. Oversee the daily kitchen operations in assigned locations; train, guide, mentor, evaluate, hire, and discipline staff. Assist as needed at each location. Attend site meetings, parent meetings, and school functions as needed. Review, approve, and verify reported time worked using the district time and labor system. Amend staffing agreements to dictate allotted hours for employees. On-call for situations that may need immediate attention.	W	15%
4. Assist in the procurement of products for Nutrition Services through written specifications and competitive food and supply bids. Implement and maintain order placement systems with vendors. Responsible for providing website updates including nutritional data and other related information, menus, and meal prices, through the use of district information technology systems.	D	10%
5. Assist with the implementation of decisions, policies, procedures, and systems that comply with federal, state, local, and district directives. Analyze productivity practices to ensure efficiencies; audit nutrition services and snack programs to ensure compliance with state and district policies, practices, and procedures; suggest and implement corrections as necessary. Monitor uniform quality and safe food handling performance standards. Provide research and special reports for the department as requested.	W	10%
6. Responsible for developing, implementing, and monitoring specific departmental initiatives or product development. Collaborate with district stakeholders regarding such initiatives and development activities. Administer the development and taste-testing process for new products including program and product promotions at the schools. Create, maintain, and update approved department signage.	W	10%
7. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree from an accredited college or university in nutrition, dietetics, or related field preferred.

- Minimum of five (5) years of supervisory experience in nutrition.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering the position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check is required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Registered Dietician Certification or Licensure through the Commission on Dietetic Registration.
- Must obtain within one (1) year of entering the position, and thereafter maintain, Serve Safe Certification through School Nutrition Association (SNA).
- Member of School Nutrition Association (SNA) preferred.
- Current CPR, First Aid, and Universal Precaution certificates, or must obtain one within six (6) months of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to frequently travel among district facility locations.
- Ability and willingness to be on call and/or respond to calls 24/7.
- Strong verbal and written communication skills.
- Demonstrates skills in leadership, teamwork, and team building.
- Knowledge of profit and loss, financials, and budget planning/review.
- Critical thinking and problem-solving skills.
- Knowledge of kitchen operations, commercial food preparations, and equipment preferred at hire.
- 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 diffuse and manage volatile and stressful situations.
- 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 promote and follow Board of Education policies, District policies, and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**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 two (2) months of entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Nutrition Operation Manager	3035

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Nutrition Specialist	2	1169
	Kitchen Manager	3	1150,1151,1152, 1153
	Dietetic Interns	1-3	

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Assist with developing, administering, and coordinating department budgets and financial transactions.

**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 Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	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		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	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 Time			
	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			

<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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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