

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Nutrition Services Coordinator
Date Prepared or Last Modified: December 2020
Work Year: 12 months
Department: Nutrition Services
Reports To: Nutrition Services Director and Assistant Director

SUMMARY: Under the Supervision of the Nutrition Services Director and Assistant Director, the Nutrition Services Coordinator is responsible for supervising and supporting site managers and central office staff to provide the highest quality food and service to the students and faculty while following federal, state, local, district and departmental regulations, policies and procedures. Utilizing a knowledge base of program regulations and nutrition knowledge, duties will include promoting the nutrition services program, troubleshooting site problems and issues, participating in district wellness programs, training site managers, evaluating equipment needs, participating in personnel selection, and assist with recipe development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 30 % Visit kitchens to oversee kitchen operations, instruct and evaluate kitchen managers in record keeping, cost control, ordering, inventory control, HACCP procedures and employee management.
- D 15 % Monitor compliance with all federal, state, local and departmental requirements for food safety and Child Nutrition Program regulations.
- D 10 % Assists with interviewing, location assignments, promotions, discipline, transfers and termination of nutrition service employees.
- M 10 % Provide employee orientation and training to new and returning Nutrition Services staff.
- D 6 % Perform other duties as assigned.
- W 5% Oversee the Fresh Fruit and Vegetable Program including the claims process, menu development, educational component and staff training.
- M 5 % Prepare, updates and review monthly menu worksheets.
- A 5 % Oversee the Summer Food Service Program which includes employee management, training, claim system, promotion, and scheduling of employees. Manage the summer cleaning program.
- D 5 % Manage the daily operations of the department in the absence of the Nutrition Services Director and Assistant Nutrition Services Director.
- M 2 % Serve on the Student Wellness Advisory Council and assist with planning and execution of wellness events and activities.
- M 2 % Attend continuing education/training minimum of 10 hours every year.
- A 2 % Evaluate kitchen managers on performance and set goals to improve areas of weakness.
- A 1 % Assist in evaluating and determining needs for new and replacement equipment and supplies.
- D 1 % Assists in the development of cycle menus, standardization of recipes and nutritional analysis as needed.
- D 1 % Develops and maintains an effective communication link with each site location and building principal.

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.

EDUCATION AND TRAINING Four years of high school or the equivalent. Associate Degree in Food Service Management or related field required. Must meet 10 hours of annual continuing education/training, as required by USDA.

EXPERIENCE. Three years successful supervisory experience in restaurant or institutional food services (school food service experience preferred)

SKILLS, KNOWLEDGE, & EQUIPMENT Must be able to establish and maintain effective working relationships with kitchen managers and supervisor; possess effective oral, written communication skills and management skills; possess knowledge of federal and state requirements, procedures and functions of school food service; ability to demonstrate proficiency with Excel spreadsheets and word processing software; possess the ability to learn food service management software programs. Ability to run food production equipment preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS Must possess a Valid Colorado Driver's License.

SUPERVISION/TECHNICAL RESPONSIBILITY Will supervise nutrition services managers and employees in the district 50-75% of the time. This position will supervise 10-12 Nutrition Services Manager's and 35-50 Nutrition Services Substitute and regular Nutrition Services Employees. This position will provide technical resource assistance across the district.

JUDGMENT AND DECISION Work is assigned from the Nutrition Services Director and Assistant Director. Decisions making would be a collaborative effort between the Nutrition Services Director managers, and employees. This position would determine if HACCP procedures are being followed in the kitchen, by observing the work habits of employees and then making recommendations on how their actions can be improved.

DIVERSITY OF DUTIES This position may be required to fill in when a manager is ill or otherwise unable to perform their duties, so this position must be knowledgeable of the duties and job functions of a manager. This position must also have good customer service skill to deal with parents, students, and employees in a productive manner.

SAFETY TO SELF AND OTHERS Low exposure to cuts burns from heat, fractured bones, hernia, loss of limb and disfigurement. Medium exposure to bruises.

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 DEMANDS While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. Frequently required to stand, walk, use hands and fingers, reach with hands and arms, stoop, kneel, crouch, or crawl and lift between 10-50 pounds. Occasionally required to sit, climb or balance. Employee must be able to have clear vision at 20 inches or less, have distance vision at 20 feet or more, be able to distinguish colors, have ability to adjust focus, and have peripheral vision and depth perception.

WORK ENVIRONMENT The employee will frequently be required to work near moving mechanical parts and be exposed to outdoor weather conditions. Occasionally be required to work in wet or humid conditions, work in high precarious places, and be exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold or extreme heat, risk of electrical shock and vibration.

MENTAL FUNCTIONS While performing the duties of this job, the employee is frequently required to analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate. Regularly required to compare and copy.