

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Coordinator II, Child Nutrition Services Operation

CLASSIFICATION: Classified

REPORTS TO: Director, Child Nutrition Services

DESCRIPTION:

Under the direction of the Director of Child Nutrition Services, support the established standards and ensure required procedures are being followed. Coordinate federal meal programs and nutrition education programs. Conduct ongoing food service training for food service personnel. Perform nutrition analysis for menus and maintain current specifications in accordance with local, state, and federal regulations

PERFORMANCE RESPONSIBILITIES:

- In the absence of the Director, assume management responsibilities for the Department.
- Assist Director with all phases of the Child Nutrition Program.
- Assist in maintaining the food service operation in accordance with the National School Lunch Program by ensuring nutritional adequacy, program compliance, palatability and cost control.
- Ensure adherence of school food service program to federal, state and local laws and regulations and district requirements concerning sanitation, safety, and free and reduced-price meals and nutritional standards.
- Assume responsibility for the day-to-day child nutrition operations of the elementary, middle and high schools.
- Manage cafeteria supervisors and visit school sites on a regular basis to evaluate menu acceptance with students.
- Assist in scheduling, managing and evaluating the performance of food service personnel.
- Assist in training food service employees regarding proper food preparation, sanitation, portion control and storage in accordance with established standards and procedures.
- Assist in the interview and hiring process related to new employees.
- Assist in scheduling permanent staff and substitute assignments, making certain that proper training has been implemented to achieve maximum performance.
- Assist with state administrative reviews and audits by preparing necessary documents and reviewing recommendations for program improvement.
- Perform nutrition analysis of all menus to assure compliance with federal and state regulations.
- Perform annual site monitoring and training for compliance of federal and state regulations.
- Provide nutrition and wellness technical assistance to schools, food service staff, district administrators, parent groups and community organizations.
- Work in collaboration with Student Support Services to coordinate the Student Wellness Committee.
- Assist with menu planning, design and distribution.
- Maintain current vendor catalogs and product information.
- Assist in coordinating the testing and tasting of new food products.
- Review and audit meal applications as required.
- Assist in the verification process for the free and reduced meal applications.
- Operate the student information systems, along with the other computer functions, so they are being utilized to their fullest extent.
- Assist with marketing activities to enhance student involvement in the National School Lunch

Program.

- Support Director in responding to parents, administrators, and staff regarding the CNS program.
- Work on special projects assigned by the Director of Child Nutrition Services.
- Other duties, as assigned.

KNOWLEDGE OF:

- Principles and techniques of managing and training staff.
- Menu planning and budget management.
- Federal and State laws and regulations governing Child Nutrition Programs.
- Principles of nutrition.
- Quantity of food production, including service, storage, sanitation, proper food handling and safety.
- Menu planning to meet nutritional budget requirements of USDA meal patterns.
- Efficient staff utilization procedures, including work scheduling of personnel and work simplification techniques.
- Data processing applications.

ABILITY TO:

- Manage and coordinate all phases of food service operations.
- Communicate effectively and relate well with administration, teachers, food service staff members, parents and students.
- Analyze food service operations and prepare reports.
- Plan, coordinate and conduct training programs related to nutrition education and food services.
- Motivate others to achieve planned objectives.
- Recommend program changes to improve operations and systems.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing or pulling moderately heavy supplies or equipment up to 40 pounds with assistance as necessary.

EDUCATION and EXPERIENCE REQUIREMENTS:

- Bachelor of Science in Food Service Management or Food and Nutrition or other related field.
- Valid certification from the Serve Safe Manager Certification Program or equivalent program
- Valid California Driver's License.
- Effective oral and written communications.
- Prefer Registered Dietitian.
- Satisfactory service in a corresponding or related position and 3 years' experience in Quality Food Service Management.

TERMS OF EMPLOYMENT

220 Days

Board approved: April 16, 2019

Revised Job Title, Board Approved: June 23, 2022