

## SCHOOL DISTRICT OF BAKER COUNTY

### JOB DESCRIPTION

#### NUTRITION SERVICES COORDINATOR

##### QUALIFICATIONS:

- (1) Associates Degree in Culinary Arts or related field, or equivalent work experience at Elementary and Secondary School environments to be determined by the Director of Food Services.
- (2) Five (5) years' experience in food service operations.
- (3) Florida School Food Service Association certification.
- (4) Serve Safe certified.
- (5) Obtain appropriate number of CE hours annually to maintain USDA professional Standards requirements.
- (6) Valid Florida Driver's License.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with Nutrition Services Managers and staff. Considerable knowledge of planning and the methods used for the preparation of a large variety of foods. Knowledge of the equipment needed in the food service operation. Knowledge of USDA regulations, state statutes, federal laws and local district policies as they relate to the operation of the food service program. Thorough knowledge of food values and nutrition; health, sanitary, and safety practices; and the purchase and storage of food and non-food supplies. Experience working with computers and electronic media (email) to successfully utilize computer programs available in the food service program. Good oral and written communication skills and basic math skills. Knowledge of effective training techniques.

##### REPORTS TO:

Food Service Director

##### Assists:

Nutrition Services Managers and Staff

##### JOB GOAL

To assist the Food Service Director in providing an excellent, nutritious food service program to meet the needs of students throughout the district.

##### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist the Director in the planning, implementation and evaluation of the District-wide food service program.
- \* (2) Provide assistance in training managers and workers to increase overall efficiency and effectiveness when necessary.
- \* (3) Train employees in the use and care of food service equipment.
- \* (4) Work with managers to revise scheduling charts to increase overall efficiency and effectiveness when necessary.

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## **NUTRITION SERVICES COORDINATOR** (continued)

- \* (5) Review/audit weekly cafeteria reports to insure Federal and State guidelines are being followed.
- \* (6) Monitor menus and food orders to ensure nutritional guidelines are being followed.
- \* (7) Monitor school-based programs for compliance with safety and sanitation requirements, develop training plans and implement these plans.
- \* (8) Develop test and monitor implementation of recipes for use in the program.
- \* (9) Identify, test and recommend food service production and service equipment.
- \* (10) Identify, test and recommend new food and non-food items for use in the food service program.
- \* (11) Monitor the maintenance of perpetual inventories of foods and supplies in school cafeterias.
- \* (12) Identify and facilitate solutions to operational problems in assigned school programs.
- \* (13) Assist in the coordination and implementation of the summer food service program and after school snack program.
- \* (14) Visit schools on a regular basis and provide technical assistance as needed.
- \* (15) Participate in the selection, assignment and orientation of school food service workers.
- \* (16) Serve on committees related to the District Food Service Program and Wellness Program.
- \* (17) Serve as a resource to principals, teachers, parents, students and school-based food service programs.
- \* (18) Perform other incidental tasks consistent with the goals and objectives of the program and as assigned by the Food Service Director.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**