

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

COORDINATOR OF FOOD AND NUTRITION SERVICES

POSITION: **Coordinator of Food and Nutrition Services**

REPORTS TO: **Director of Food and Nutrition Services**

LOCATION: **Food & Nutrition Services**

NATURE OF WORK:

Under the direction of the Director of Food and Nutrition Services this position is responsible for the proper operation of child nutrition programs in St. Mary's County Public Schools. Monitors, assesses, corrects, and improves food service operations to meet nutritional goals, sanitation standards and financial objectives of the program. Ensures the policies and procedures of the Department of Food and Nutrition Services are properly implemented and followed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to work in assigned region in St. Mary's County: north, central or southern
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Ensures each cafeteria is adequately staffed daily
- Monitors compliance of school meal programs in assigned schools
- Provides feedback and training to food service managers and staff
- Provides leadership to effect changes in staff behavior and performance that is consistent with program goals and vision statements
- Provides corrective disciplinary actions to improve staff performance as required
- Completes periodic evaluations of assigned personnel
- Coordinates and conducts a hiring panel and make an employment recommendation
- Provides training and technical assistance to schools in all phases of food service including food production and service, inventory procedures and control, staffing and work simplification, cash control and methods of cost containment
- Provides feedback on food service operations to the Director of Food and Nutrition Services
- Utilizes personal vehicles to make site visits to schools to perform periodic reviews of schools' food service operations
- Evaluates each school site for effective and efficient operation of school meal programs.
- Consults with school administrators on food service-related issues
- Recognizes personnel for commendable performance
- Ensures correct point-of-sale and cash collection procedures are followed
- Audits daily sales activity records
- Recaps monthly inventories
- Completes periodic evaluations of personnel
- Processes meal benefit applications and certifies students for free and reduced-price meals
- Increases student participation in school meal programs by using promotional activities and events
- Assists with specifications for new food service equipment
- Provides emergency response during weather or disaster-related events
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree, with course work in food service management or related field
- Three (3) years of work experience in school food service, other combinations of applicable education, training, and experience will be considered
- Obtain within the first year of employment and maintain a ServSafe Certification
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

TERM OF EMPLOYMENT:

Full-time twelve-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025, 05.2025