

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

**FOOD SERVICES**  
**4320 Wellness Coordinator**  
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**JOB TITLE: WELLNESS COORDINATOR**

**REPORTS TO: Director of Food Services**

## **NATURE AND SCOPE OF JOB:**

Under the direction of the Director of Food Services, the Wellness Coordinator will administer, promote, enhance and evaluate the Districts Nutrition Policy and goals while working with schools in supporting their efforts to educate students on the importance of eating healthy and staying active.

## **QUALIFICATIONS:**

The Wellness Coordinator shall:

1. Hold a Bachelor's Degree in Nutrition or related field from an accredited college or university.
2. Have one (1) year experience in nutrition, which may include internship experience.
3. Hold and maintain a valid driver's license with no serious violations.
4. Able to work beyond normal work hours and work week.
5. Have excellent organizational skills and the ability to work independently.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

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13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Wellness Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Wellness Coordinator shall:

1. Work with School Wellness Advisory groups and other agencies to promote, support and enhance individual school wellness programs and policies.
2. Work with the Director of Food Services to enhance the overall school meals program with an emphasis on nutritional compliance.
3. Work with building administrators, teachers, community partners, other departments and advocacy groups to enhance and promote nutrition and physical education within the classroom.
4. Develop and implement marketing strategies to encourage best practices and increase awareness in the schools and community.
5. Coordinate Wellness Committee meetings with district personnel, students, community partners and other outside agency representatives and to perform other duties as required.
6. Evaluate and update periodically on district web-site status of wellness policy, programs, events and other pertinent information as required by USDA regulations.

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7. Work with Cafeteria Managers to ensure full compliance with all federal, state, district, and departmental regulations, policies and procedures.
8. Coordinate student input on menu planning by way of taste testing, satisfaction surveys and other activities that will promote nutrition awareness.
9. Train staff as it relates to presenting, serving and marketing healthier menu choices.
10. Collaborate with Physical Education and Nursing to organize special events as a way to promote physical activity, safety and wellness.
11. Assist in coordinating other nutritional programs (i.e. summer and snack).
12. Assist in writing, tracking and evaluating those Grants that have an emphasis on Nutrition, Wellness and Physical Activity.
13. Monitor competitive food sales in all schools, including vending machines.
14. Ensure that foods used as a reward or incentive complies with HHFKA (Smart Snacks) standards.
15. Use computers and/or other electronic equipment to fulfill job functions.
16. Provide oral/written input as to the status of the Wellness programs to the Director.
17. Able to work independently with minimal supervision.
18. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
19. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
22. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
23. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S. A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely manner the required annual disclosure statement regarding employment and financial interests.

24. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

## **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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### EVALUATION:

The Director of Food Services or his/her designee shall evaluate the Wellness Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

9/30/2015  
Date