

## **NUTRITION WELLNESS COORDINATOR**

### **JOB SUMMARY**

Under the direction of the Director of Nutrition Services, the Nutrition Wellness Coordinator coordinates the planning, organizing, and promotion of the Nutrition Services and district wellness programs, creating awareness and providing nutritional guidance to students, parents, community members, and district staff.

### **DISTINGUISHING CHARACTERISTICS**

The Nutrition Wellness Coordinator is a specialized role within the Nutrition Services department that serves as the subject matter expert focusing on the District's wellness policy, wellness promotion, nutrition education, grant writing, and community partnerships related to health and wellness goals. While the Director of Nutrition Services oversees overall department operations, the Nutrition Wellness Coordinator leads, supports, coordinates, and monitors wellness initiatives, marketing and planning activities.

### **SUPERVISION RECEIVED AND EXERCISED**

The Nutrition Wellness Coordinator reports directly to and receives supervision from the Director of Nutrition Services. This class does not exercise supervision over other positions, but serves as a professional expert in managing and overseeing a District wide nutrition wellness program.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, and implements the District's Wellness Policy and promotes the benefits of all USDA Nutrition Programs;
- Markets, advertises, and assists in the development of the Nutrition Services programs, promoting healthy eating and physical activity among the students;
- Plans and coordinates the wellness board and committee meetings, providing follow-up services and support to its members.
- Develops and coordinates professional learning opportunities, programming, and resources that inspire and empower students to engage in healthy activities and habits.
- Monitors, evaluates, and writes the implementation of district health wellness policies and programs, and the annual and triennial wellness reports.
- Plans and conducts in-service training and presentations for staff, students, parents, and others as directed;
- Serves as a liaison and resource to district personnel, parents, students, vendors, and community groups for Nutrition Services and the Wellness program;
- Organizes and performs food demonstrations and taste tests of new products and recipes developed by Nutrition Services, following up with recommendations on the purchase of new foods and related products with cost analyses to validate product use;
- Conducts site visits for the purpose of identifying training needs and goals and evaluating student acceptance of food, food presentation, and quality maintenance;
- Assists with the bid language and specifications and collaborates with the district office staff to ensure the proper purchasing process and procedure are followed;
- Assists in developing and evaluating menus, serving guides, recipes, allergies, and nutrition services programs to ensure quality, appeal, and adherence to federal and state nutritional requirements in accordance with current USDA and CDE meal program regulations and promotions;

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- Operates kitchen equipment for recipe testing, taste tests, and events;
- Maintains and updates design and content of the Nutrition Service website, digital menu boards, and social media;
- Prepares and maintains various records, files, and reports related to assigned activities and ensures proper completion and processing of required District, State, and federal reports.
- Assists with grant applications used to apply for State, Federal, and related nutrition and wellness program funding;
- Attends various national, regional, and local meetings, seminars, and conferences as assigned as well as relevant district and county meetings, food shows, and workshops to learn and evaluate new products, marketing opportunities, and wellness initiatives;
- Aides and work with dietetic student interns;
- Perform other related duties as required.

**EMPLOYMENT STANDARDS**

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

**Education:** A bachelor's degree in dietetics, nutrition, food science, public health, or a closely related field to the duties and requirements of the classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is required. Active status as a Registered Dietitian is preferred.

**Experience:** One (1) year of experience analyzing nutritional content, grant writing, or marketing is required. Experience in school food service is preferred.

**Knowledge of:**

- Applicable federal, state, and local laws, regulations, policies, and procedures as they relate to Food and Nutrition Services for school-aged children (e.g., National School Lunch, School Breakfast, Child and Adult Care, Afterschool Snack, Fresh Fruit and Vegetable, Farm to School, Summer Meals, and related programs);
- Board policies, wellness programs, initiatives, and activities aimed at improving the overall health and well-being of students, staff, and the community;
- Community outreach strategies and partnership development to support district wellness goals;
- Grant writing processes, requirements, and proposal development for acquiring funding for nutrition and wellness programs;
- Principles and practices of food sanitation and safety, as well as Hazard Analysis & Critical Control Point (HACCP) Food Safety System;
- Nutrition education principles, methods, and techniques for promoting healthy eating habits and lifestyles, especially for school-aged children;
- Principles and practices related to nutrition education programs and marketing concepts/materials to promote school meals;
- Dietary and menu planning, development, and adjustment;
- Methods of food service equipment, pricing, and portion controls.
- Methods of preparing and serving food in large quantities;
- Arithmetic computation (e.g., percentages, fractions);
- Principles and practices of quality customer service;
- Principles, practices, and techniques of research and record keeping;

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- Proper use and care of institutional kitchen equipment and utensils;
- Modern office equipment and tools;
- Current software and related applications.

**Ability to:**

- Research, assemble, and analyze data and make appropriate recommendations;
- Analytically and logically evaluate information, issues, and problems;
- Exercise discretion and judgment in choosing courses of action;
- Monitor and track a department budget;
- Conduct staff in-service training.
- Keep up-to-date with current nutritional laws, regulations, and practices;
- Handle all types of food and ingredients;
- Meet schedules and deadlines;
- Communicate clearly and effectively, both orally and in writing;
- Establish and maintain cooperative, working relationships with others;
- Diplomatically handle conflicts;
- Organize and maintain records and information for reporting purposes;
- Use computer software programs;
- Provide quality customer service;
- Effectively work in a team environment;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**Licenses and Other Requirements:**

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required;
- The availability of private transportation to transport between job sites or the ability to operate a District vehicle is required;
- A valid ServSafe California Food Handler certification is required.

**PHYSICAL STANDARDS:**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work Environment:** The incumbent works in an office environment, both indoor and outdoor schools and venues, and also in an indoor kitchen environment exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment, and metal objects. The incumbent must be able to handle all types of food. The incumbent may also work around knives, dicers, mixers, slicers, and other sharp objects and will be required to drive a vehicle to and from school sites and/or Nutrition Center during all types of weather. Work surfaces may be slippery. This position has direct contact with the public and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment. The noise level in the work environment is usually loud depending on specific worksites and/or equipment operation.

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**Physical Demands:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting in addition to a large kitchen setting as follows: to stand for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to occasionally reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects and tools, to operate nutrition service equipment; to independently and regularly lift and/or move up to 50 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to monitor food quality and quantity, order supplies, etc.; to hear within the normal audio range with or without correction; to communicate orally and in writing to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, the operation of a District motor vehicle with a valid driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

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<b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	08/27/24