MURRIETA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **NUTRITION SERVICES COORDINATOR**

JOB GOAL: Under the direction of the Director of Nutrition Services, plans, organizes and supervises the District's Nutrition Services program.

QUALIFICATIONS

Knowledge of:

1. Basic English usage, writing, and math.
2. Budget preparation and control.
3. Classified Bargaining Unit contract and negotiation techniques.
4. Dietary guidelines as specified by the Federal School Lunch Program.
5. District organization, operations, policies, and objectives.
6. Effective public speaking techniques.
7. Equipment utilization, maintenance and repair.
8. Federal, state, and local laws, codes, and statutes related to public school food service programs.
9. Food products and food preparation methods.
10. Interpersonal skills using tact, patience, and courtesy.
11. Methods and practices in large-scale food preparations.
12. Modern management, food service and child nutrition policies, practices, and procedures.
13. Operation of food service facilities; office and kitchen management.
14. Oral and written communication skills.
15. Principles and practices of supervision and training.
16. Sanitation and safety regulations.
17. Safety and workplace rules and regulations.

Ability to:

1. Analyze situations accurately and adopt an effective course of action.
2. Assemble and analyze data and make appropriate recommendations.
3. Assist with the preparation of the annual budget for the food services department.
4. Be a productive and active team member.
5. Communicate effectively both in both oral and written forms.
6. Conduct workshops.
7. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
8. Effectively plan for and deal with change.
9. Efficiently and effectively plan and organize work.
10. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.
11. Establish and maintain effective work relationships with those contacted in the performance of required duties.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Interpret and apply provisions of State Education Code and various regulatory agencies.
14. Keep, record and prepare accurate financial, inventory and production records.
15. Meet schedules and timelines.
16. Operate office machines and equipment including a telephone, typewriter, copier, personal computer and calculator proficiently.

Ability to (continued)

17. Participate in the development of policies and procedures for the food services department.
18. Perform the job functions in the job description.
19. Prepare narrative and statistical reports as required.
20. Present and maintain a pleasant appearance and demeanor.
21. Read, interpret, apply and explain rules, regulations, policies and procedures.
22. Receive and give information over the telephone or in person in a courteous manner.
23. Select, supervise, train, and evaluate assigned staff.
24. Supervise the Nutrition Services department of the District as established by the Board of Education and State of California.
25. Understand and carry out verbal and written instructions, policies, and procedures.
26. Work both collaboratively and independently.
27. Work successfully with diverse groups of people.

Training and Experience:

1. Bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or
2. Bachelor's degree in any academic major and at least five (5) years of experience in management of School Nutrition Programs (SNPs); or
3. High school diploma or GED and at least ten (10) years of school nutrition program experience.
4. Two years of supervisory experience in food service involving the preparation and serving of large quantities of food; or an equivalent combination of education and experience that demonstrates the required knowledge and skills desired.

REPORTS TO: Director of Nutrition Services or designee

ESSENTIAL FUNCTIONS

1. Arranges for appropriate training and in-service for staff.
2. Arranges for substitute staff as necessary.
3. Assists in establishing a budget for the department and monitoring the operation to assure adherence to the budget.
4. Assists in selection and planning for efficient use of food, supplies, and equipment.
5. Assumes responsibility for checking that all equipment in the cafeteria area is in safe, working condition, and notifies appropriate authority when repairs or replacements are needed.
6. Assumes responsibility for the quality and quantity of food prepared with use of standardized recipes and portion control.
7. Assumes responsibility for the security of food and supplies in freezers, refrigerators and dry storage areas at all sites.
8. Assumes responsibility for the security of revenues until turned over to proper authorities.
9. Checks various operational reports for completeness and accuracy.
10. Demonstrates and suggests correct methods of food preparation and service.
11. Inspects the kitchen, cooking/mixing utensils and employees for cleanliness and sanitary purposes.
12. Maintains high standards of food storage, preparation, and service with emphasis on appetizing and appealing meals high in nutritive value and flavor.
13. Maintains high standards of sanitation and safety. Works for harmonious relationships with school personnel, parents, and students.
14. Maintains records of food, supplies, and equipment; provide necessary information for financial accounting, including food and equipment inventory.
15. Participates in the selection, assignment and evaluation of food service personnel and assists in or establishes duties and work schedules for employees.
16. Participates in workshops, in-service training, seminars, and conferences.
17. Plans, directs and supervises cleaning schedules of the kitchen and eating areas.
18. Plans, organizes, and supervises the Nutrition Service Program following established procedures, practices and methods to ensure adherence to laws, regulations, and policies.
19. Prepares and implements menu plans with emphasis on meeting daily nutritional needs of children and youth.
20. Provides on-the-job training and instruction of personnel to develop maximum efficiency and safety.
21. Serves as a resource person for teachers in coordinating the school nutrition program with classroom instruction.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

OTHER FUNCTIONS

1. Plans for Nutrition Service needs for approved special events; including menu, food, supplies, and staff.
2. Recommends selection of additional kitchen equipment.
3. Performs other duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand and/or walk on hard flooring for sustained periods of time, up to and including eight (8) hours.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
11. Able to sustain strenuous manual labor for four (4) to six (6) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to work at various elevated heights in a safe and effective manner.
20. Able to work in a wide range of temperatures.
21. Able to collect currency and make change.
22. Able to demonstrate manual dexterity necessary to operate food preparation utensils, machinery, and equipment in a safe and efficient manner.
23. Able to operate material handling and food transportation equipment in a safe and effective manner.
24. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.
25. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

SPECIAL REQUIREMENTS

1. Possession and maintenance of a food handler's certificate issued by the County Health Department to be obtained at the time of appointment.
2. Completion of at least eight (8) hours of food safety training is required, either within five years prior to the start date or within thirty (30) calendar days after the start date
3. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.
4. Have working knowledge of District safety rules and regulations.
5. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The Director of Nutrition Services or designee will complete the evaluation.

Approved by:	Board of Education	Date:	December 14, 2021
Revised by:	Board of Education	Date:	5/8/25

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.