

Committee Meeting Agenda/Minutes

Committee:	BOE School Personnel Committee		
Location: Walsh School 55 Dikeman Street Waterbury, CT	Date of Meeting: Thursday January 8, 2026	Start Time: 5:00 p.m.	Finish Time:

Team Norms:
1. All meetings will start on time 2. All team members will agree to stay on specific agenda topics 3. A specific agenda will be set for all meeting

Commissioners Present:	Staff Present:
Click or tap here to enter text.	Click or tap here to enter text.

AGENDA			MOTION
		Time Allotted	Motion by/seconded by Vote tally
1.	Job specification for the proposed new position of Food Service Site Coordinator Supervisor (replacing position of Deputy Director)		Click or tap here to enter text.
2.	Job specifications for the proposed new position of Registered Dietitian (replacing position of Diet Technician)		Click or tap here to enter text.
3.	Adjournment		Click or tap here to enter text.

Additional notes/minutes: Click or tap here to enter text.
Minutes prepared by: Click or tap here to enter text.

The Food Service Department has recognized the need for the creation of two new positions, Food Service Site Coordinator and Registered Dietitian, to act as a replacement for the Deputy Food Service Director Position. These positions will be supervisory and allow for complete oversight of the various functions of the department.

The Food Service Site Coordinator will be responsible for promotional activities and will have a primary function of overseeing the Site Coordinator positions. The selected candidate will work on training and compliance, along with guidance on proper staffing at the individual sites. They will work closely with the Food Service Director to ensure that the various sites are being supported properly and following the different requirements of the USDA, CSDE and City, and Education rules. The creation of this position will alleviate some of the general duties of the Site Coordinators, allowing them to have a more on-site presence and direct support to the individual schools. This added support will allow us to more effectively develop employees and ultimately present a better product to the students. Having this as a promotional position allows a person who has worked in the capacity of a Site Coordinator the ability to use those unique working experiences to become a more effective supervisor. They will understand the unique challenges that change at each of the individual sites in order to more accurately guide Leads and Site Coordinators.

The position of Registered Dietitian is being proposed in order to increase the training and educational background needed in the meal planning portion of our operation. With the changing regulations from the USDA concerning the School Lunch Program and the addition of our central kitchen, the duties of menu creation, recipe development, order preparation, and compliance have outgrown the dietician position that currently exists. This person will be required to train Cooks, Leads, and Site Coordinators in recipes, preparation and nutritional requirements.

These positions will replace 2 existing positions in the department. We will no longer need the positions of Deputy Director or Diet Technician. Both of these new positions will be in the Management Union and will work closely with the Food Service Director to ensure compliance and quality for the students. This plan will also result in a savings of approximately \$47,000. This reorganization is needed to evolve with the changing environment within the department to create a complete and balanced management team.

Date Approved C.S.C.:
Date Approved Board of Aldermen:
FLSA Status: Exempt
Union Affiliation: MAA

FOOD SERVICE SITE COORDINATOR SUPERVISOR

GENERAL STATEMENT OF DUTIES:

The Food Service Site Coordinator Supervisor provides leadership and operational oversight across all district cafeterias. This role supervises site coordinators, manages food ordering for pre-plate schools, and ensures compliance with USDA and state regulations. The incumbent assists the Food Service Director in procurement, vendor coordination, and staff training, while also organizing the district's annual start-of-year meeting for lead staff. The position requires strong organizational, communication, and leadership skills to maintain seamless, compliant, and efficient nutrition operations districtwide.

DISTINGUISHING FEATURES OF THE CLASS:

Employee is responsible for overseeing the functions of the school cafeteria. Employee works under the direction of the Food Service Director.

EXAMPLES OF WORK: (Illustrative only)

- Collaborates with the Food Service Director to analyze data, identify trends, and develop strategies for improvement.
- Directly Supervises and guides Site Coordinators to ensure compliance with USDA regulations regarding serving and meal compliance.
- Provides ongoing training for Site Coordinators and food service teams on POS systems, HACCP, menu implementation, and customer service.
- Supports the Director in preparing for administrative reviews and audits.
- Manages and places all food, supply, and commercial orders for pre-plate schools, ensuring accuracy, cost control, and product availability.
- Tracks deliveries, resolves discrepancies with vendors and the warehouse, and maintains up-to-date inventory and usage records.
- Maintains detailed procurement and production trackers to support accurate forecasting and reporting.
- Oversees and provides guidance and direct supervision to school site coordinators to ensure efficient, compliant, and customer-focused cafeteria operations.
- Conducts routine site visits to monitor compliance with health, safety, and sanitation standards.
- Evaluates site performance, provides feedback, and assists with staff training and corrective action as needed.
- Serves as a point of contact and support for school administrators and staff regarding cafeteria operations and concerns.
- Contributes to the preparation of commercial bids for food and supplies. Assists in evaluating vendor proposals, verifying specifications, and participating in the award process to ensure compliance with procurement standards.
- Plays an essential role in organizing the annual start-of-year meeting for lead staff, ensuring all operational updates and training materials are prepared and distributed.
- **Perform other relevant duties as required.**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate verbally and in writing with subordinates peers and supervisors. Ability to organize and direct other people. Knowledge of food service. Experience working in the food service field.

ACCEPTABLE EXPERIENCE & TRAINING:

High School diploma or GED required

Minimum of three (3) years experience in as a Food Service Site Coordinator.

- Valid ServSafe or State of Connecticut–approved sanitation certification.
- Valid Connecticut driver’s license with an acceptable driving record.
- Ability to travel between schools and district facilities as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction	X			
Walking			X		Peripheral Vision			X	
Sitting			X		Driving	X			
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)			X	
Pulling	X				Medium Work (20-50 lbs.)		X		
Climbing			X		Heavy Work (50-100 lbs.)	X			
Balancing			X		Very Heavy Work (100+ lbs.)	X			
Stooping			X		Environmental Conditions				
Kneeling	X				Cold (50 degrees F or less)	X			
Crouching			X		Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes	X			
Reaching			X		Wetness	X			
Handling			X		Humidity	X			
Grasping			X		Extreme Noise or Vibration	X			
Twisting	X				Exposure to Chemicals	X			
Feeling	X				Exposure to Gases and Fumes	X			
Talking				X	Exposure to Unpleasant Odors	X			
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse	X			

Frequency: Place an “X” in each box that is appropriate to your job.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: December 9, 2025

FOOD SERVICE SITE COORDINATOR SUPERVISOR

Date Approved C.S.C.:
Date Approved Board of Aldermen:
FLSA Status: Exempt
Union Affiliation: MAA

REGISTERED DIETITIAN

GENERAL STATEMENT OF DUTIES:

Responsible for the nutritional analysis of Waterbury Public School menus.

DISTINGUISHING FEATURES FO THE CLASS:

Working under the general direction of the Food Service Director (FSD), analyzes and develops menus to ensure compliance.

EXAMPLES OF DUTIES:

- Plans, develops, and analyzes menus and recipes to meet USDA and CSDE meal pattern requirements using nutrient analysis software and standardized recipes.
- Assists the Food Service Director in increasing program participation and improving menu appeal through student feedback and data review.
- Supervises and guides Site Coordinators in proper implementation of menus and recipes to ensure all nutritional requirements are met and quality is consistent.
- Oversees ordering, receiving, and distribution of USDA Foods and commercial products; ensures compliance with procurement and Buy American requirements.
- Coordinates all aspects of the procurement process, including commodity forecasting, competitive bidding, and vendor relations.
- Ensures food quality, safety, and portion accuracy through adherence to standardized procedures and HACCP guidelines.
- Incorporates local and seasonal products and promotes farm-to-school initiatives and nutrition education throughout the district.
- Provides staff training and supports special events, wellness promotions, and grant-related nutrition initiatives.
- Participates in the Health and Wellness Advisory Council and contributes to state-mandated Triennial Assessments and wellness reporting.
- Maintains accurate records for menu analysis, procurement, inventory, and administrative reviews.
- Collaborates with school administrators, nurses, and foodservice managers to ensure consistent communication, safety, and support for student health needs.
- **Perform other relevant duties as required.**

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Thorough knowledge of USDA Child Nutrition Programs (NSLP, SBP, ASP, FFVP, Smart Snacks) and CSDE nutrition, procurement, and reporting standards.
- Understanding of federal procurement procedures, including Buy American and USDA foods entitlement management.
- Proficiency in menu planning, nutrient analysis, and recipe development for age-appropriate meal patterns.
- Familiarity with food safety and sanitation and modified-consistency diets under the IDDSI framework.
- Knowledge of local food systems, sustainable procurement, and farm-to-school principles.
- Skill in data collection, analysis, and interpretation for menu evaluation, procurement tracking, and wellness policy assessment.
- Ability to communicate effectively with diverse audiences, lead staff training, and collaborate across departments and with community partners.

ACCEPTABLE EXPERIENCE AND TRAINING:

Registered Dietitian (RD/RDN) credentialed by the Commission on Dietetic Registration (CDR), Active Dietitian/Nutritionist license from the State of Connecticut Department of Public Health and Bachelor's degree in Nutrition, Dietetics, Food Service Management, or a related field.

ADDITIONAL REQUIREMENT:

ServSafe Manager Certification or equivalent food safety credential **within 6 months**

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Prepared on: December 9, 2025

Registered Dietitian