Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Nutrition Coordinator**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN60H**
Prepared/Revised Date:	**November 1, 2025**	Job Code:	**33101**

SUMMARY: Responsible for ensuring that nutritional analysis, recipes, menus, ingredients and menu costs analysis meet all department, federal and state regulations. Develop, communicate and present department educational material and goals to customers, department staff and others as directed to support the safe, nutritious and quality school meals served to district standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Ensure all department food, beverages, recipes and menus meet federal and state program regulations by verifying compliance with current nutritional guidelines. Ensure cycle menus, recipes, nutritional analysis, foot cost analysis and ingredient databases are accurate daily by maintaining nutritional databases and communications.
2. Assist with menu testing, planning, analysis of menus, recipes and ingredients. Complete research, compile, organize, and analyze menu data. Prepare reports, articles, monthly department newsletters, presentations and press releases. Manage department web pages, posting menus online and managing the department's social media communications. Administer the nutrition analysis software for the department while keeping the database accurate daily.
3. Develop, coordinate and present department nutrition education materials that coordinate with department menus and nutritional data. Complete research, compile, present and train staff on food safety and HACCP material. Support, develop and complete department program promotion and marketing projects as needed.
4. Work with the department management team, kitchen staff, school nurses and families as needed for special diets to meet federal, state and department guidelines. Ensure department foot, ingredient, and allergen databases are accurate daily. Manage data entry and ensure customer point of sale and kitchen communication of special diet data is accurate.
5. Coordinate, track, report, and organize university and dietetic internship students in the department as required. Coordinate with students and department management team as needed to ensure student project and department standards are maintained.
6. Assist with food production, service, and safety standards in school kitchens as part of continuous department program improvements.
7. Assist department office customers and callers as needed.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in food science, nutrition or related field
- 1-3 years of experience in nutrition, food service or related field
- School food service experience preferred
- HACCP (Hazard Analysis Critical Control Point) training preferred
- Equivalent combination of education and experience may be acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Registered Dietitian (RD) preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Extensive knowledge and skills in food preparation, service and efficiency
- Ability to compile and analyze data, conduct research and prepare reports and presentations
- Ability to effectively train employees and students in various food service skills
- Ability to use a calculator, computer, e-mail and point of sale accounting systems
- Ability to communicate positively with customers, staff, parents and supervisors
- Ability to work as a positive team member
- Ability to follow oral and written instructions
- Oral and written communication skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to facilitate committees, meetings and trainings
- Ability to work at various times and days per department needs (times can include early mornings, evenings, or weekends)
- Ability to follow oral and written instructions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of nutritional analysis data and software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Child Nutrition Services Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste			X	
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	