

SYLVAN UNION SCHOOL DISTRICT

Job Description

Draft
Non-Exempt

JOB CLASSIFICATION TITLE: NUTRITION SERVICES COORDINATOR

Description of Position:

Performs highly responsible duties within the Nutrition Services Department in accordance with United States Department of Agriculture (USDA), California Department of Education (CDE), District Policies, Department Policies, Guidelines and Procedures.

Directly Responsible To

Director of Nutrition Services and/or designee

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Essential functions and responsibilities may include, but are not limited to:

1. Assist with duties required to develop, coordinate, and monitor Nutrition Services operations in compliance with State, Federal, and District requirements and regulations.
2. Assist with oversight of food production and operations and the relevant teams involved.
3. Conduct effective promotional strategies for the Nutrition Services program.
4. Assist in planning, developing, and implementing recipes, menus, programs, and promotions that meet regulatory standards and that increase participation and/or customer satisfaction.
5. Assist in procurement, receiving storage, inventory, and transportation of food, supplies, and equipment for the department in accordance with regulatory and budgetary guidelines for the department.
6. Support departmental compliance with all relevant policies and procedures and when necessary, recommend changes or improvements within established guidelines.
7. Assist with staff training and monitoring, production schedules, menus and organization of all Nutrition Services operations in order to meet or exceed health, safety, and quality standards, while optimizing efficiencies.
8. Apply professional knowledge, ethics, and administrative skills in overseeing the relevant areas of the nutrition program in compliance with local, state, and federal regulations.
9. Responsible for managing all medical requests for special meals and/or accommodations to ensure compliance with USDA guidelines.
10. Effectively communicate and maintain cooperative relationships with others in order to support a collaborative work environment that aligns with the District mission and vision.
11. Perform any duties and responsibilities, as assigned, that are within the scope of the position.

DESIRABLE QUALIFICATIONS, KNOWLEDGE AND SKILLS:

1. Knowledge of relevant nutritional requirements, menu planning, recipe development, and principles of food production and operations.
2. Knowledge of the laws, rules, and regulations related to the operations of a district Nutrition Services Department.
3. Knowledge of methods of food preparation, sanitation, and safety practices.
4. Knowledge of effective communication and training techniques for work with others.
5. Knowledge of promotion strategies for student nutrition.
6. Ability to plan, coordinate, monitor nutritional analysis, and menu planning.
7. Ability to speak, write, and listen effectively, organize thoughts logically and explain technical concepts using patience and courtesy.

8. Ability to effectively communicate both verbally and in writing.
9. Ability to understand and implement the relevant rules and regulations that pertain to the Nutrition Services program.
10. Ability to plan and conduct meetings with staff.
11. Ability to establish and maintain effective relationships with others.
12. Ability to think creatively, critically, and to effectively problem solve.

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity and depth perception sufficient to read, write and work with printed information, recognizing words and numbers, as well as information on a computer screen and digital read-outs.
4. Sufficient dexterity to manipulate small objects and print and write legibly and use hands to finger, handle, feel objects, tools or controls; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office and kitchen equipment.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone, microphone, 2-way radio or other devices.
6. Ability to speak clearly with the ability to be heard and understood on the telephone, microphone, two-way radio and other devices and in work site conversations.
7. Sufficient physical ability to reach horizontally and vertically with arms.

MINIMUM QUALIFICATIONS:

1. Any combination of experience and/or education that would ensure being able to meet and fulfill job requirements, including Culinary Degree (Certified Chef/Associates Degree) from a certified institution and/or Bachelor's Degree in Food, Nutrition, Restaurant Management, or related field.
2. A minimum of two years of experience with USDA menu planning, food procurement, and serving meals in an institutional environment is preferred.

PERSONAL QUALITIES:

1. Adaptability and flexibility to work independently, and as part of a team, in a cooperative and collaborative manner, with minimal supervision.
2. Initiative, good judgement, tact, patience, and confidentiality, and ability to stick with challenges until mastered.
3. Appearance, interpersonal and communication skills which establish a professional role model and example.
4. Ability to meet district standards for physical and mental health.
5. Ability to speak, understand, and write English clearly and accurately.
6. Ability to communicate effectively with parents, staff and other stakeholders in a sensitive and effective manner.
7. Ability to work cooperatively and professionally with all stakeholders.
8. Ability to work collaboratively, think creatively, critically and problem-solve independently.

CSEA Approved:
Board Approved:
Salary: Proposed Range 18

Final Proposed Revision 2-19-20