

SCHOOL DISTRICT OF ALACHUA COUNTY
COORDINATOR -- FOOD AND NUTRITION SERVICES
JOB DESCRIPTION

JOB CODE: 760080 BARGAINING UNIT ELIGIBILITY: No
FLSA: Exempt PAY GRADE: 11
CONTRACT CODE: 05 SALARY SCHEDULE: Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution. Major in dietetics; food and nutrition and hotel and restaurant management or a related field; Masters degree preferred.
- (2) Three (3) years recent successful administrative or supervisory experience in school food service, hospital food service, institutional or contract food service programs or restaurant management. Multi-site supervisory experience preferred.
- (3) Registered dietitian with the American Dietetic Association or certification as a food service specialist from School Nutrition Association preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state regulations and School Board policies as they relate to the National School Lunch, Breakfast and After School Snack Programs. Knowledge of nutrition and institutional food management in a high volume multi-facility food services operation. Ability to plan, coordinate analyze, and follow through with task to completion. Effective oral and written communication skills. Ability to plan menus which meet all food service requirements. Ability to audit and monitor programs for compliance. Knowledge of budgets. Ability to plan and conduct training session. Ability to supervise and provide technical assistance. Ability to establish and maintain effective working relationships with others.

REPORTS TO:

Director -- Food and Nutrition Services

JOB GOAL

To coordinate technical operations for the District Food and Nutritional Services program to provide student needs in accordance with local, state and federal regulations.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as technical advisor to administrators, managers and contractual partners for all areas of food production, service, merchandising, supervision and management concerns/questions.

COORDINATOR -- FOOD AND NUTRITION SERVICES (Continued)

- * (2) Monitor the implementation of established standards for the maximum utilization of United States Department of Agriculture donated foods in each school, and assist with the allocation of commodities by compiling data regarding food usage on menu cycles.
- * (3) Monitor and support the implementation of established food preparation and serving techniques and procedures.
- * (4) Assist with planning of district-wide menus utilizing the combination of nutrition requirements, student food preferences, and USDA commodity and financial benchmarks.
- * (5) Supervise and monitor the National School Breakfast, Lunch and After-School Snack Programs district-wide to assure compliance with federal/state regulations and School Board policies as they pertain to menus, food procurement and utilization of USDA commodities.
- * (6) Coordinate the implementation of new and ongoing projects.
- * (7) Assist in the establishment and compliance with staffing formulas.
- * (8) Design, develop, implement, monitor and evaluate contractual arrangements district-wide for the Food and Nutrition Services Department to ensure compliance with federal procurement regulations, state board rules and School Board policies.
- * (9) Supervise the USDA commodity program for the Food and Nutrition Services department with direct responsibility for the ordering, warehousing, allocating, distributing and audit compliance of commodity food.
- * (10) Provide technical assistance to school-based administrators and managers in efficient food services operation and preparation for state/federal audits.
- * (11) Plan and monitor food costs and the financial status of the department.
- * (12) Evaluate the technical performance of food service managers.
- * (13) Provide oversight and direction for cooperative planning with other agencies.
- * (14) Work closely with district and school staffs to support school improvement initiatives and processes.
- * (15) Facilitate and conduct the development, implementation and evaluation of training activities for cafeteria management staff.
- * (16) Oversee and coordinate the start-up of new food and nutrition programs in the District such as satellite, clusters, and charter schools.
- * (17) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (18) Provide leadership and direction for assigned areas of responsibility.
- * (19) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (20) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (22) Be knowledgeable and adhere to Board Policies
- * (23) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (24) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.

COORDINATOR -- FOOD AND NUTRITION SERVICES (Continued)

- *(25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(26) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(27) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(28) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(29) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(30) Respond to inquiries and concerns in a timely manner.
- *(31) Model and maintain high ethical standards.
- *(32) Adhere to applicable safety standards.
- *(33) Follow attendance, punctuality and proper dress rules.
- *(34) Maintain confidentiality regarding school/workplace matters.
- *(35) Serve on district, state or community councils or committees as assigned or appropriate.
- (36) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 09

Adopted: 7/20/10