

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **COORDINATOR, FOOD AND NUTRITION SERVICES**

#### **MINIMUM QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited institution preferred.
- (2) Five (5) years of responsible food service management and administrative experience. -
- (3) Three (3) years of experience in school food service, quantity food service or related experience.
- (4) Current ServSafe Certification.
- (5) School Nutrition Association certification.
- (6) Valid Florida driver's license.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of pertinent Federal, State and local laws, codes and regulations as they relate to school Child Nutrition Programs. Thorough knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations and local district policies as they relate to food service, purchasing, and records retention, and property control.

Knowledge of financial management techniques and modern food service management principles. Ability to plan and manage a variety of functions. Effective oral and written communication skills. Ability to establish and maintain positive working relationships with a diversity of groups and individuals. Knowledge of industry standard computer applications. Ability to use computers and related technologies efficiently. Knowledge of equipment used in school kitchens. Knowledge of food safety and sanitation principles and practices.

#### **REPORTS TO:**

Assigned District Administrator

#### **JOB GOAL**

To plan healthy, nutritious, and appetizing meals in a clean and safe environment that will contribute to the well-being and learning ability of students, operate in a financially responsible manner which avoids any impact on the District's general operating budget, and develop team growth through district training opportunities and professional development.

#### **SUPERVISES:**

District and School Food and Nutrition Services Personnel

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Direct and coordinate all activities necessary for implementation, operation, evaluation and improvement of the District school Food and Nutrition Services program.
- \* (2) Develop and administer policies, procedures, and guidelines consistent with District, State and federal regulations and established plans.
- \* (3) Organize and implement a program for the selection, purchase, storage and inventory control of food and supplies for all operations within the Food and Nutrition Services program.
- \* (4) Initiate financial policies and procedures necessary for proper fiscal control and operation of the Food and Nutrition Services program.
- \* (5) Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, in order to evaluate cost-effectiveness of each program.

## **COORDINATOR, FOOD AND NUTRITION SERVICES(Continued)**

- \* (6) Develop, plan and evaluate menus based on recommended nutritional requirements, budgeted resources, and student testing results.
- \* (7) Administer and comply with rules pertaining to the USDA donated foods program.
- \* (8) Administer and comply with rules pertaining to the National School Lunch Program, the School Breakfast Program, the After School Snack Program, and the Summer Food Service Program.
- \* (9) Establish staffing formulas and determine labor allocations.
- \*(10) Plan, implement and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, State and local policies.
- \*(11) Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome, and safe food and meet State and local health department standards.
- (12) Establish safe working conditions, equipment and practices for all Food and Nutrition Services personnel.
- (13) Ensure clean and properly equipped work and storage areas that meet State and local health department standards.
- \*(14) Prepare required District, State and federal reports.
- (15) Plan, promote and organize training programs for personnel at all levels in the Food and Nutrition Services program.
- \*(16) Monitor Food and Nutrition Services operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school of applicable findings.
- (17) Consult with school principals and administrators on matters concerning their support for an effective Food and Nutrition Services operation.
- \*(18) Develop and recommend specifications for the initial purchase and replacement of school Food and Nutrition Services equipment.
- (19) Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- (20) Interpret the Food and Nutrition Services program goals and activities to the public.
- (21) Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
- (22) Establish effective relationships and coordination of departmental functions with schools, other District departments, services and personnel.
- (23) Serve as the resource person for school level nutrition education activities as necessary.
- (24) Perform screening, interviews, selection and recommendations of applicants.
- (25) Conduct annual performance evaluations and make recommendations for appropriate employment action.
- (26) Attend meetings, trainings, and conferences to promote professional growth, benefit the District, and acquire the annual CEUs required by the USDA Professional Standards guidelines.
- (27) Maintain a working knowledge of regulations and trends relating to school food service.
- (28) Create, update, and distribute Emergency Disaster Manual. Coordinate operating kitchens, staffing and supplies when shelters are necessary.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(30) Ability to work in a constant state of alertness and safe manner.

### **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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

## **COORDINATOR, FOOD AND NUTRITION SERVICES(Continued)**

### **EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 3**

**Lane C FS**

**Salary Index .9401 of the Administrative Salary Schedule**

**DOE Job Code 76008**

**Board Approved 03/20/2001**

**Revised Board Approval 06/25/2019**