

## NUTRITION SERVICES COORDINATOR

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the job of Nutrition Services Coordinator is done for the purpose of supervising nutrition services personnel at the central kitchen to ensure duties are performed in a safe and efficient manner; overseeing the operations of nutrition services at the central kitchen to ensure the mandated nutritional needs of students are met; coordinating the food commodity selection, ordering, and distribution process for all sites; developing and testing new menu items; ensuring transport and availability of nutrition service items to various sites; completing forms, preparing reports, and writing correspondence to convey information; and complying with mandated health requirements.

### DISTINGUISHING CHARACTERISTICS

The Nutrition Services Coordinator classification is distinguished from a Nutrition Services Supervisor in that the Nutrition Service Coordinator oversees food service at a central kitchen rather than at a school-site kitchen and performs the following additional duties: assists the Nutrition Services Director as needed; develops and tests new menu items; coordinates the commodity selection, ordering, and distribution process; oversees the transport of food items and supplies from the central kitchen to site kitchens; and oversees the collection and pickup of bank deposits.

### ESSENTIAL FUNCTIONS

- Assists the Director of Nutrition Services for the purpose of supporting the Director in completion of their work activities.
- Coordinates central kitchen nutrition services schedules and menu planning (site and catered events) for the purpose of ensuring adequate kitchen coverage and meeting mandated nutritional requirements and district needs.
- Serves on interview panels; provides input on selections and evaluations; and, in conjunction with the Director of Nutrition Services, supervises, coaches and documents performance issues of nutrition services workers for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Researches, develops, tests, and implements new menu items for the district for the purpose of maximizing the use of food commodities, offering a greater variety of aesthetically pleasing menu items which appeal to students' tastes, and meeting mandated nutritional requirements.
- Provides and promotes healthy nutrition education to students, staff, parents and nutrition services personnel for the purpose of promoting good eating habits and nutrition services.
- Directs the transport and delivery of food and other kitchen items for the purpose of ensuring availability of food service items and meeting the mandated nutritional requirements at other school kitchens.
- Communicates with Nutrition Services Supervisors to determine delivery schedules for the purpose of ensuring availability of food and other items in a safe and efficient manner.
- Oversees the maintenance of the central kitchen facility and related equipment for the purpose of ensuring effective, clean and sanitary conditions.
- Oversees the regular maintenance of nutrition services transportation vehicles and takes appropriate action to resolve vehicle problems for the purpose of ensuring timely delivery of items to other sites.

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- Inspects food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Conducts inventory and monitors food, condiment and supply stocking and inventory maintenance processes for the purpose of ensuring availability of items.
- Manages central kitchen operations (i.e. personnel, facilities and meal planning) for the purpose of providing meals that meet mandated nutritional requirements and are in compliance with department, district, State and Federal requirements.
- Oversees the preparation, cooking and serving of food and beverage items at the central kitchen for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Prepares documentation (e.g. transport records, transfer sheets, meal program records, daily cash reports, inventory reports, etc.) for the purpose of providing written support and/or conveying information.
- Procures food commodities, equipment and supplies, by following departmental standard operating procedures, for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.
- Oversees and participates in receiving and reconciling prepay and daily meal payments for the purpose of maintaining effective and accurate accounting practices.
- Supervises the reconciliation of transactions and bank deposits for the central kitchen for the purpose of balancing accounts.
- Oversees the collection of deposits from each school site and the safe storage of the deposits, communicates with the contracted vendor for regular pickup of deposits for the purpose of ensuring accurate and timely deposits.
- Receives and reviews free and reduced meal applications and answers related questions for the purpose of ensuring accurate processing of the free and reduced meal applications.
- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Responds to the inquiries of vendors for the purpose of communicating information.
- Performs functions of other positions within the area of responsibility for the purpose of providing overall coverage of nutrition services operations.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** to perform basic math including fractions, percentages, and ratios; to read technical information and recipes; create and/or compose documents and/or participate in panel discussions; to solve a wide variety of recurring and non-recurring problems. Specific knowledge of processes, practices, laws, and regulations related to food service and safety, menu planning and mandated nutritional requirements.

**SKILLS** to perform multiple specialized technical tasks. Specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate equipment used in the Central Kitchen; operate

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standard office equipment including utilizing pertinent databases, web-based applications, and software applications such as Excel and Word; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records.

**ABILITY** to coordinate a level of complexity of tasks that require significant processing of data; control sequences of equipment operations; coordinate schedules and/or activities; manage equipment, facilities and people using a wide diversity of techniques; work in an environment with frequent change; work independently with minimum supervision; take action and make appropriate decisions with regards to using data and working with people. Specific abilities to adhere to safety practices; be attentive to detail; meet deadlines and schedules; work under time constraints; understand and implement district administrative procedures.

### RESPONSIBILITY

Responsibility includes developing, directing and/or managing; supervising the use of funds. Resources required to perform job functions are of significant scope. Work is generally not reviewed in detail.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder (bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reaching below shoulder
Frequently/Continuously	pushing and pulling

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

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### ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

### EXPERIENCE

Three years of job related experience within specialized field with increasing levels of responsibility.

### EDUCATION

College-level coursework and/or vocational education in the food-related industry may be substituted for a portion of the experience requirement.

### REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

### LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application.
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

### CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

### CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

### SALARY GRADE

Supervisory, Range 10