



Job Title: **Nutrition Service Coordinator**

Department: **Nutrition Services**

Supervisor: **Director of Nutrition Services**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs. / 206 days** Evaluation Group: **JCES 9**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Nutrition Services, the Nutrition Service Coordinator assists Nutrition Service Managers in resolving both emergency and on-going problems (e.g. problems with equipment, food, ordering, inventory, staffing and personnel issues). Incumbent provides managers with the necessary tools to produce meals following current federal guidelines. These tools include but are not limited to production records, worksheets, and recipes. Incumbent ensures every school follows and understands the importance of adherence to federal guidelines, district menus, portion sizes, etc. Incumbent visits schools regularly to conduct performance reviews. Incumbent trains kitchen managers, nutrition workers, cashiers and clerks on federal guidelines for school meal programs and usage of nutrition software. Incumbent resolves concerns kitchen managers may have regarding the nutrition software used in the department by using internal and external resources. Incumbent trains kitchen managers and nutrition workers on managerial and food service skills regularly. Incumbent implements nutrition promotions at every school with the help of the Nutrition Services dietitian. Incumbent oversees and implements federal programs in addition to the National School Lunch Program and the School Breakfast program. These programs include but are not limited to Summer Meals Program, After School Snacks, Fresh Fruits and Vegetable, Kids Café, and Head Start. Incumbent helps kitchen manager implement and understand practices, which ensure a breakeven point for the different programs run at every school. Incumbent assists in planning and/or providing training for manager meetings and workshops. Incumbent checks managers' reports for completeness and accuracy. Incumbent prepares monthly reports reflecting the performance of their assigned schools within the district. Incumbent is responsible for preparing and serving meals needed for catering orders.

ESSENTIAL FUNCTIONS

- Assists Nutrition Services Managers in solving both emergency and on-going problems (e.g. problems with equipment, food, ordering, inventory, staffing and personnel issues).
- Assesses school kitchen needs and makes necessary arrangements to meet needs promptly and accurately.
- Produces production records and worksheets for schools based on the menu planned by the district.
- Reviews food production sheets to insure that they meet daily nutrient values and cost guidelines.
- Checks recipes used at schools to ensure compliance with federal guidelines. In addition, directs kitchen managers on procedure about usage and submission of new recipes for our menus.
- Follows the guideline for nutritional values, cost, preparation time, and available foods.
- Visits assigned schools on a regular basis to conduct performance reviews, as well as in response to problem calls.
- Trains kitchen managers regularly on usage of nutrition software, and on nutrition federal guidelines and its impact on school menus, serving sizes, production records, etc.
- Trains kitchen managers and nutrition workers on managerial and food service skills regularly.
- Implements annual nutrition promotions at every school assigned with the help of the district dietitian.

- Oversees and implements additional meal programs for which school may qualify. The programs may include but are not limited to Summer Meals Program, After School Snacks, Fresh Fruits and Vegetable, Kids Café, and Head Start.
- Trains kitchen managers on financial measuring performance tools such as meals per labor hour, total cost per revenue, food cost per revenue, labor cost per revenue, and meal participation.
- Sees that schools are in compliance with staffing patterns and provides school with tools promoting effective practices in the kitchen.
- Evaluates Food and cost sheets regularly to ensure that accurate software procedures are being followed.
- Checks free and reduced lunch applications for accuracy and conducts verification procedures.
- Assists in planning and presenting monthly Manager Meetings and special workshops. Assists in determining agenda from identified problems, new directives, and instructions regarding new menus and recipes.
- Coordinates, instructs and checks the work of approximately 15 lunch Managers.
- Oversees payroll for employees within coordinator's assigned schools (including pool hours).
- Acts as a liaison between Managers and the director of Nutrition Services.
- Arranges for repairs and replacement of equipment to insure safe operation including computer equipment and software issues.
- Provides support to managers to help them resolve nutrition software issues.
- Acts as a liaison between the nutrition software staff and nutrition services operations.
- Identifies and trains managers on new directions, instructions, and issues regarding school lunch software systems.
- Creates and updates ordering catalog of products for kitchen managers monthly reflecting what products are available based on the menu.
- Helps coordinate yearly calendar for managers informing them about important datelines, promotions, programs, etc.
- Instructs Nutrition Service personnel in proper operating procedures.
- Assist Nutrition Services Director with personnel issues including formal investigations on behalf of the district.
- Job requires frequent travel between schools, occasionally in hazardous weather conditions.
- Verifies that manager reports are submitted on a timely manner and balances the month-end lunch deposit checks from individual schools.
- Produces catering meals based on catering orders.
- Coordinates annual pan sale with the help of SNA Canyons chapter elected members.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- One year training in nutrition service at a technical college would be helpful, but is not required.
- Must be HACCP certified and registered with the Salt Lake City/County Health Department.
- Requires three years experience in food preparation in a commercial or school setting.
- Requires an additional three years' experience as a Nutrition Service Manager with demonstrated competence in meeting nutritional requirements and food values or content.
- Must demonstrate competency in reading, writing, math, and use of metric system for gram weight.
- Requires basic knowledge of Federal nutrition guidelines.
- Requires bookkeeping ability, organizational skills, and supervisory skills.
- Requires basic computer skills including knowledge of PCS software, word processing and spreadsheets.
- Requires ability to resolve problems related to personnel, menu and equipment issues.
- Requires good interpersonal skills. Meets frequently with principals, parents, students, lunch Managers, nutrition workers and district workers.
- Must be skilled in the operation of all school kitchen equipment (e.g. large mixers, ovens, dishwashers, meat slicers, and steam kettles).

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Must be capable of consistent physical activity (lifting and moving up to 20 pounds).
- Must be capable of reaching above the head while lifting 20 pounds.
- Must be able to stoop, bend, reach, and twist.
- Must be able to work in a hot and wet environment and be able to hold hot and cold items.
- Must be able to read and interpret recipes, equipment safety instructions, safety data sheets, and information given by Nutrition Services throughout daily shift.
- Must be able to write, type, and comprehend all information needed to complete daily tasks.
- Must endure heat, potentially dangerous equipment, tight deadlines, and extensive paperwork in a compressed time period.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (20) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020