



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	3	1	

JOB TITLE	CONTRACT REFERENCE
Nutritional Services Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Nutritional Services	January 2019

JOB SUMMARY

The Nutritional Services Coordinator assists the Director of Nutritional Services in the directing, supervision, training, and management of nutritional services staff and programs district-wide. This position also assists in assuring compliance with local, state, and federal laws/regulations in the operation of the district Child Nutrition Programs and other duties as assigned.

TASK NO.		FREQUENCY	BAND/GRADE
	The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Assists in and makes recommendations for recruiting, interviewing, hiring, promotions, transfers, assignments, discipline including suspensions & terminations, evaluation and training of all Nutritional Services staff. <ul style="list-style-type: none"> Monitors staff performance to ensure efficiency of operations. Identify, coordinate and deliver staff orientation, training and development. 		B3
2.	Assists Director of Nutritional Services in menu development, new product research and recipe development within USDA and fiscal guidelines. Coordinates research & testing of new products with students and staff.		B2
3.	Manages, maintains and updates menu planning, food production and nutrient analysis software. Provides nutritional info and reports to appropriate staff.		B2
4.	Assist in coordination of special dietary needs and preparation of special diet menus where necessary. Provide related information to appropriate staff.		B2
5.	Develop, update and maintain SOP processes/procedures		B3

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	(including HACCP) and monitor compliance for local, state and federal regulations.		
6.	Attends meetings, workshops and training sessions as directed by supervisor.		N/B
7.	Ability to lift 40 lbs.		N/B
8.	Ability to operate commercial kitchen equipment.		N/B
9.	Performs other duties as assigned.		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Two year post-secondary education with major field of study or degree emphasis in Nutrition, Dietetics, Food Service or Hospitality Management or other field with at least 2 years of relevant school nutrition experience. Completion of SNA (School Nutrition Association) Certification Level 3 and State of MN Food Manager Certification (or within 6 months of employment).
2. Knowledge of relevant laws, rules, guidelines and standards pertaining to menu planning, management principals, food safety and sanitation practices, food preparation/production, purchasing, inventory, food preparation techniques and methods, nutritional guidelines, recordkeeping, reporting and administrative policies and procedures of the district.
3. Must possess a valid driver's license.
4. Proficient in Microsoft Office Suite.
5. Must possess strong organizational skills, written and verbal communication skills and have the ability to work with diverse groups of people.

ORGANIZATIONAL RELATIONSHIPS

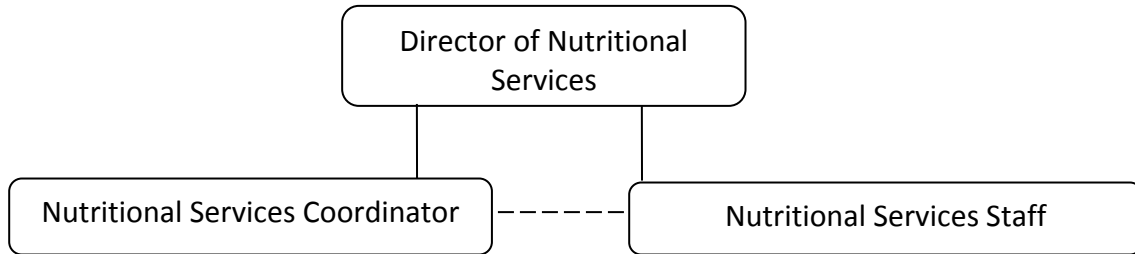
JOB TITLE

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SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.