



JOB DESCRIPTION

JOB TITLE: **Food and Nutrition Coordinator - Operations**

Position Type: Exempt	Department: Food and Nutrition
Salary Schedule: Exempt	Reports to: Food and Nutrition Director
Salary Range: 5	Location: Materials Distribution Center
Term of Employment: 12 months	Date: July 1, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assist Food and Nutrition Director by coordinating product procurement and distribution functions, and supervising cafeteria managers and their operations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Manages the Food and Nutrition Warehouse, including supervision and evaluation of warehouse personnel, as well as storage and distribution of food and supplies.
- Manages USDA Food Distribution Program.
- Coordinates purchases of all food and supplies according to established requirements and procedures; develops product specifications, tests quality and forecasts and tracks usage of foods and supplies.
- Coordinates operations of school cafeterias with regard to purchasing, production, and meal counting and sales transactions.
- Follows standards of safe food handling. Applies Hazard Analysis Critical Control Points (HACCP) principles and assists site managers with training and implementation of HACCP.
- Assists in the selection, evaluation and supervision of cafeteria managerial staff using district guidelines and procedures.
- Assists Nutrition Coordinator with the development of all District menus for grades K-12 for the School Breakfast Program, National School Lunch Program, AtRisk After School Program and Summer Food Service Program.
- Along with Nutrition Coordinator, plans and coordinates activities for special promotions and celebrations.
- Assists Food and Nutrition Director with staff development through training tools and operation procedures.
- Manages Food and Nutrition Department ordering/inventory, and student management software systems.
- Coordinates food cuttings, demonstrations and product sampling.

- Assists in planning operational goals, objectives, and methods to maintain and/or exceed department and district standard of excellence. Assists in the implementation of continuous improvement process.
- Maintains required forms and records as assigned by the Food and Nutrition Director.
- Communicates concerns to the Director about policies and procedures related to the Food and Nutrition Department.
- Demonstrates teamwork through attitude and activities.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Provides substitute coverage as assigned by the Food and Nutrition Director on an as needed basis.
- Completes other job related duties as assigned by the department.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises Food & Nutrition Warehouse staff.
- Assists the Food and Nutrition Director with supervision of cafeteria managers and office clerical staff.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must have a basic knowledge of computers.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.

- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Food Handler's Certificate obtained from Maricopa County.
- Must be certified in an approved sanitation course (Serve Safe).

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED) required.
- Minimum of 5 years of cafeteria manager experience required.
- Knowledge of all phases of food preparation, sanitization and service.
- Experience in volume food service operation.
- Experience with basic computer functions including e-mail, Google Docs suite and programs such as Word, Excel, and Publisher.

LANGUAGE SKILLS:

- Demonstrates the ability to effectively speak simple sentences and understand simple instructions.
- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

- Demonstrates the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Demonstrates the ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to extreme heat.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.