



**JOB DESCRIPTION**

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

Position Type: <b>Exempt</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Food and Nutrition Director</b>
Salary Range: <b>5</b>	Location: <b>Materials Distribution Center</b>
Term of Employment: <b>12 months</b>	Date: <b>February 24, 2021</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

To assist the Food and Nutrition Director with menu planning and product evaluation, nutrition education and wellness, site operations, safety and sanitation.

*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:**

- Assists Food & Nutrition Coordinator (Operations) with the development of all District menus for grades K-12 for the School Breakfast Program, National School Lunch Program, At Risk After School Program and Summer Food Service Program.
- Ensures all menus are compliant with federal and state regulations.
- Oversees all sites for federal and state regulation compliance with regard to production and service of products. Provides technical assistance to site employees.
- Coordinates all safety and sanitation policies and procedures, following the standards of safety food handling using the Hazard Analysis Critical Control Points (HACCP) principles.
- Manages special diet accommodations and provides related guidance to school staff and parents.
- Maintains accurate and up-to-date nutrition labels and product formulation statements for products served to students.
- Develops and maintains online menus and digital menu boards.
- Coordinates the Local Wellness Policy requirements for the District.
- Oversees compliance with all non-program food and beverage sales, including fundraisers and other related activities.
- Develops and delivers presentations about nutrition and/or District Food and Nutrition Services to students, faculty, or parent groups.

- Plans and coordinates activities for special promotions and celebrations such as National School Breakfast and Lunch Weeks, Child Nutrition Employee Appreciation Week, National Nutrition Month, Farm to School Week.
- Mentors dietetic interns through their school food service rotation in the District.
- In conjunction with Director, develops, implements and monitors Food & Nutrition Department training programs and professional development activities.
- Conducts on-site and off-site product evaluations through sampling and student/employee testing.
- Collaborates with staff on the development and testing of new recipes.
- 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.
- Maintains the Food and Nutrition Department website and social media accounts.
- 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 Food and Nutrition Director.

**SUPERVISORY RESPONSIBILITIES:**

- Assists the Food and Nutrition Director with site supervision of cafeteria managers and office clerical staff as needed.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- 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.

- 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.
- 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 be certified in an approved manager sanitation course (Serve Safe).

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor of Science Degree (B.S.) in Dietetics or Nutrition required.
- Registered Dietitian credential desired.
- Knowledge of all phases of food preparation, sanitization and service.
- Experience in volume food service operation including some supervisory experience.
- 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 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.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

**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 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.*