

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Nutrition Service Coordinator (Q10)</b>	Job Family: 9
Department: Nutrition Services	Lane Placement: <b>12</b>
Supervisor's Title: Director, Nutrition Services	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>12-22-14</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>12-22-14</u>
Human Resources Approval: <u><i>[Signature]</i></u>	Date: <u>12-22-14</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>1/5/15</u>
Original date: <u>01/93</u> Revised: <u>04/12</u> Revised: <u>07/14</u> Revised: _____	

**GENERAL FUNCTION**

Under the supervision of the Director of Nutrition Services, the **Nutrition Service Coordinator** assists nutrition service managers in solving both emergency and on-going issues (e.g. problems with equipment, food, ordering, inventory, staffing and personnel issues, special programs and marketing). Incumbent assists in planning school menus, manager meetings and workshops, and checks manager reports for completeness and accuracy.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Assist nutrition service managers in solving both emergency and on-going issues (e.g. problems with equipment, food, ordering, inventory, staffing and personnel issues, special programs and marketing).
- Visit assigned schools on a regular basis, as well as in response to problem calls.
- Coordinate, instruct and verify the work of managers in multiple schools in assigned area.
- Ensure that district uniform guidelines are followed for uniforms, shoes, hairnets. Employee is required to wear department provided uniforms including non-slip shoes and aprons while in a kitchen setting.
- Check free and reduced lunch applications for accuracy and conduct verification audits.
- Review food production sheets to ensure they meet daily nutrient values and cost guidelines. Verify manager reports are submitted on time and check purchased inventories for schools.
- Maintain effective communication with managers, parents, vendors, school administrators and district administrators. Maintain student, faculty and patron confidentiality.
- Monitor feeding programs in year-round schools and/or implement and supervise the summer feeding program.
- Assist in planning menus with the coordinator team for District schools. Follows the guideline for nutritional values, cost, preparation time, and available foods.
- Assist in planning and presenting monthly manager meetings and special workshops. Assist in determining agenda from identified problems, new directives, and instructions regarding new menus and recipes.
- Provide appropriate safety training to managers and employees regarding uniforms, equipment safety, knife safety, appropriate lifting strategies, etc. May participate in department safety committee meetings.
- Instruct nutrition service personnel in proper operating procedures.
- Arrange for repairs of equipment to ensure safe operation.

- Assist in interviewing substitute nutrition workers and may interview contracted employees as assigned by the director.
- Act as a liaison between managers and the director of nutrition services.
- Job requires frequent travel between schools, occasionally in hazardous weather conditions. May be required to drive a District vehicle.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires five years successful work experience with demonstrated competence in a commercial or school food service facility plus an Associate's degree in nutrition or related field or an equivalent combination of education and experience. Experience as a school nutrition manager highly preferred.
- Previous supervisory experience preferred. Requires strong interpersonal skills with the ability to engage cooperation with staff. Experience training groups preferred.
- Requires current ServSafe Certification per SLVHD requirements (three year renewal) with the ability to follow all ServSafe requirements.
- Ability to maintain a positive demeanor in stressful situations and work under pressure to consistently meet tight deadlines.
- Knowledge of JSD employment policies and ability to find online procedures.
- Requires basic computer skills, i.e. Word, Excel, E-mail. Competence in reading, writing, and basic math. Knowledge of basic accounting and money handling procedures.
- Knowledge of District catering program, pricing, presentation and ability to follow simple district marketing plans.
- Requires strong interpersonal skills with the ability to engage cooperation with staff. Ability to train effectively in use of all kitchen equipment and supplies in order to maintain employee safety.
- Requires effective problem solving skills related to personnel and operations (i.e. production, food inventories, equipment, discipline, etc.)
- Requires effective communication skills and strong leadership skills necessary in meeting with the health department, regulatory officials, principals, vendors, parents, lunch managers and staff to resolve concerns and evaluate suggestions for improvement.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's License. May be required to pass a drug test.

**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.

**Machines, Tools & Equipment Used:**

- Kitchen equipment (e.g. ovens, steamers, kettle pots, fryers, proofers, stove/ovens, dishwashers, refrigerators, freezers, slicers, processors, milk coolers).
- Kitchen utensils (e.g. knives, spatulas and serving spoons).
- Standard office machines (e.g. computer and calculator).

**Physical Requirements – Not limited to the following:**

- Requires occasional lifting from floor to waist up to 60 pounds; lifting floor to shoulder up to 42 pounds; lifting overhead up to 15 pounds; lifting awkward items up to 49 pounds; carrying up to 40 pounds; single bucket carry up to 52 pounds; pushing/pulling product on a cart.
- Requires frequent standing and/or walking. Requires occasional sustained bending and reaching. Requires occasional squatting, kneeling or half-kneeling.
- Requires occasional balancing while walking on slick or wet surfaces.
- Requires occasional talking and hearing, including oral communication with students, coworkers and manager.
- Requires occasional Near Visual Acuity to safely operate equipment and occasional Color Vision to monitor freshness and doneness of food during prep and serving.
- Requires occasional tasting and smelling of food produced.
- Requires occasional repetitive gripping/pinching/handling and manual dexterity.
- Occasionally endure high heat and potentially dangerous equipment.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, 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 in accordance with the requirements of the job.*