TITLE  SCHOOL NUTRITION COORDINATOR

QUALIFICATIONS

1. Hold Bachelor’s Degree (preferred) or have equivalent experience; and have knowledge of nutrition, quantity foods and business.

JOB GOAL

The Coordinator of School Nutrition is responsible to direct the operation of the National Meal Programs in accordance with the local, state and federal rules and regulations while providing students a program that will help provide healthy, wholesome food selections to benefit their health.

ORGANIZATIONAL RELATIONSHIP

The Coordinator of School Nutrition reports to the Assistant Superintendent for Administration.

ESSENTIAL FUNCTIONS

1. Supervises and directs overall operations of the National Meal Programs;

2. Coordinates and implements federal, state and local laws, rules and regulations;

3. Recommends staffing of facilities; coordinates all matters related to personal management;

4. Supervises purchasing processes;

5. Develops menus and oversees the production, serving of meals to students and staff;

6. Reconciles accounts with bank statements;

7. Supervises nutritional awareness program;

8. Coordinates training for staff;

9. Assists Financial Director with program budget;

10. Prepares bids and bid procedures for programs and equipment purchases;

11. Supervises employee evaluation process and evaluates managers;
12. Maintains a complete and systematic set of records of all financial transactions of the school or system;

13. Prepares financial statements and cost reports which reflect the financial conditions of a school or the system;

14. Processes Free/Reduced information and maintain all records;

15. Performs any other duties required by program or assigned by Finance Director.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 25 lbs. Other physical demands that may be required are as follows;

1. Talking
2. Hearing
3. Seeing

**TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.

3. Adaptability to dealing with people beyond giving and receiving instruction.

4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

**CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principals. Ability to reason and make judgments.

2. **Verbal:** Ability to understand meanings of words and ideas associated with them, and to use them effectively.
3. **Numerical**: Ability to perform arithmetic operations quickly and accurately.

4. **Data Perception**: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

**WORK CONDITIONS**

Normal working environment.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.