



NEW:
07/01/2012

JOB TITLE:	COORDINATOR NUTRITION INITIATIVES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8097
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Monitors administration of nutrition services programs in school and implements food service nutrition education/awareness efforts in cooperation with JCPS instructional units.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the district's school food service public relations program in the education and general community by promoting interaction with parents, students, educators, community and business organizations, allied health groups and media in professional

Designs and develops nutrition education projects with federal, state and local training personnel to enhance the school food service program for expanded student nutritional understanding.

Identifies merchandising resources that interpret nutritional standards from federal, state and district policies.

Promotes nutrition programs, education and services in a nutrition learning laboratory for student, parent, and community involvement.

Seeks and administers grants related to wellness, food safety, food security and child nutrition.

Functions as resource for interpretation and dissemination of federal policy, state law and JCPS policy related to food, nutrition and wellness in the school environment.

Monitors, interprets and takes appropriate corrective action on sanitation and safety practices in all schools as it related to Hazard Analysis and Critical Control Points.

Performs other duties as assigned by the Director School and Community Nutrition Services.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree in education and/or food management

Three (3) years successful instructional or management experience

DESIRABLE QUALIFICATIONS

Experience in nutrition education programs

Knowledge of institutional food service operations

Knowledge of district programs and procedures

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.