



REVISED: Submitted:
07/17/2019 07/16/2019

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/promotion/funding efforts in cooperation with JCPS instructional units.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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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 that meet state standards for student nutrition education to enhance the school food service program for expanded student nutritional understanding

Identifies merchandising resources and mandatory signage that interpret nutritional standards from federal, state and District policies

Promotes nutrition programs, education and services in a variety of learning environments (classroom, cafeteria, health fairs) for student, parent, and community involvement

Seeks and administers grants related to wellness, food safety, food security, child nutrition, and maintains all reporting

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

Coordinates the wellness assessment for the District and provides relevant training

Actively participates as a member of the District Wellness Committee/Whole School, Whole Community, Whole Child Committee

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. 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

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in nutrition education programs

Knowledge of institutional food service operations
Knowledge of District programs and procedures
Experience in a diverse workplace

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.