



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR NUTRITION SERVICES OPERATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8088
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for technology procurement, maintenance and support for School and Community Nutrition Services. Supervises free/reduced meal application and Educational Benefits Form processes to ensure compliance with federal requirements. Plans and assesses the impact of mandatory and optional professional growth/recognition programs for the department.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for evaluating, maintaining, and monitoring software to ensure regulatory compliance and operating efficiency in relation to accounting, labor, free/reduced meal eligibility, point-of-sale, inventory, ordering and receiving, production records

Manages sourcing, specifications, procurement, installation, maintenance and support of department technology; networking, servers, hardware, software and peripherals

Supervises Free and Reduced Price Meal Application process including design, distribution, application processing, Direct Certification identification, household notification, verification and data imports and exports

Serves as District FRAM Coordinator supervising the Community Eligibility Provision program including form design, distribution, processing, calculations, household and administrative communication, reporting and imports/exports

Directs both required and supplemental training, development and Certification of School and Community Services staff based on continual comprehensive needs assessment and monitoring of overall program

Develops and manages department awards and recognition programs that motivate and celebrate employee accomplishments

Observes activities at school cafeteria locations; provide coaching, ad hoc training, and corrective action

Ensures compliance with federal, state, and local regulations and guidance

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, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in education and/or food management and/or business management

Three (3) years of successful instructional or management experience

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in project management and/or business management
Knowledge of institutional food service operations
Knowledge of Jefferson County 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.