



REVISED: 05/05/2021  
Submitted: 05/04/2021

JOB TITLE:	COORDINATOR NUTRITION SERVICES I
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8088
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving a minimum of 500 daily total meals and meal equivalents to ensure that federal, state, and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Follows District policies related to equipment operation, safety, and maintenance practices

Follows federal, state, and local guidelines and regulations for addressing special dietary needs in the school nutrition program

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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years college in Nutrition, Food Service Management or Accounting
Successful experience in Jefferson County School and Community Nutrition Services operation
Louisville Department of Public Health and Wellness Food Safety certification
Proficient math and computer skills
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.