



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

JOB TITLE:	COORDINATOR NUTRITION SERVICES II
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8104
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving less than 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 and evaluates 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

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 activities involving 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 of 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