
NUTRITION COORDINATOR

Purpose Statement:

The job of Nutrition Coordinator is done for the purpose of planning, coordinating, and monitoring the nutrition programs. Under the direction of the Director of Business Support Services, Nutrition Coordinator plans, supervises, and implements menu planning, staff training, and nutrition education programs for students and parents, and staff development.

Functions

- Plans, coordinates, and monitors District wide nutrition and wellness services.
- Develops curriculum and instructional materials for staff according to established procedures and regulations of the District, State, and USDA.
- Visits school sites to monitor nutrition activities and assess progress.
- Coordinates communications and serves as a technical resource concerning wellness and nutrition for students, parents, and staff. Responds to inquiries and provides information concerning programs, policies, and procedures related to wellness and nutrition.
- Provides training to staff in establishing and maintaining healthy and nutritious food service programs.
- Coordinates, schedules, and conducts informational meetings, training sessions, workshops, conferences, and special events for staff, parents, and students.
- Trains staff and students to implement menus that follow state and federal regulations and nutrition standards.
- Develops and implements marketing of nutritious foods.
- Attends meetings, workshops, and seminars for the purpose of receiving and/or conveying information regarding Child Nutrition Services.
- Makes recommendations on the purchase of new foods and related products to ensure conformance with all District, State, and USDA guidelines. Conducts taste tests to measure student interest in potential menu items.
- Monitors adherence to District's Wellness Policy. Serves as Chairperson of Wellness Committee.
- Instructs classroom nutrition lessons (e.g., newsletter, marketing materials, instructs children, presents age-appropriate lessons, etc.) for the purpose of providing nutrition education to students.
- Serves as liaison between School Garden activity planners and the Child Nutrition Services department.
- Assists in coordinating sustainability activities and projects on District campuses and within the Child Nutrition Services department.
- Plans and implements special programs such as the Kid's Farmers Markets, the Super Salad Bar, Fall Festivals, and other nutrition-based campus events.
- Serves as liaison between the Child Nutrition Services department and community organizations.
- Performs other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in a school site kitchen, operating standard office equipment using pertinent software applications and online resources, planning and managing projects, preparing and maintaining accurate records, and adhering to safety practices

KNOWLEDGE is required to perform advanced math, review and interpret technical information, write technical materials, and/or speak persuasively to implement desired actions, and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes food codes, menu planning, basic teaching principles, safety practices and procedures, nutrition and dietary guidelines, food safety requirements, and pertinent

codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem-solving is required to analyze issues and create action plans. Problem-solving with data requires independent interpretation of guidelines; and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work environments and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints. Ability to work with a diversity of students, parents, and community members whose primary language may be other than English. Bilingual ability, both written and spoken, is desired.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Bilingual Spanish is strongly desired.

Experience Job related experience with increasing levels of responsibility is desired.

Education Minimum of Bachelor's degree in nutrition, agriculture, sustainability, or a closely related field.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

ServSafe or equivalent Certification Valid
Driver's License and Evidence of
Insurability

Continuing Ed. Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FSLA Status

Non-Exempt

Approval Date

April 12, 2023

Salary Grade

Supervisory 35