

## Vacancy Notice School Nutrition Coordinator

<b>Job title</b>	<i>School Nutrition Coordinator</i>
<b>Reports to</b>	<i>Director of School Nutrition</i>
<b>FLSA Status</b>	<i>Non-Exempt</i>

<b>Classification:</b> Classified	<b>Term of Employment:</b> 11-month position
<b>CPI Job Code: 630</b> Food Service Administrator	<b>Salary Scale: 1100/4100/5100</b>

**GOAL:** Contribute to the successful achievement of the Washington County Board of Education mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### **Duties and responsibilities**

To help provide leadership for a Child Nutrition Program for children that is nutritionally adequate, educationally sound, and financially efficient

- Supervises school nutrition personnel: managers, cashiers and school nutrition assistants
- Develops, expands, supervises, and evaluates the management and operation of the School Nutrition Program
- Interprets local, state, and federal policies and /or laws pertaining to the School Nutrition Program
- Coordinates the implementation of menus and other program offerings
- Works with principals, architects, and the State Department of Education to identify space and equipment needs for the School Nutrition Program
- Promotes professionalism and positive public relations throughout the school district
- Maintains district free and reduced-price policy
- Regularly reviews best nutrition practices and establishes a proactive approach to improvement as identified through school visits, audits, surveys, and other applicable resources
- Develops specific plans for professional growth for food service personnel and monitors and supervises the maintenance of training records of those personnel
- Coordinates the Summer Nutrition Program
- Establishes and implements long-range strategic plans for the School Nutrition Program
- Monitors and updates the fiscal management of food service at the district and school level
- Visits schools regularly to observe and evaluate food service programs
- Helps establish performance standards and controls to assure accreditation
- Evaluates and recommends computer software/hardware as needed to carry out the basic functions of the School Nutrition Program to help improve record keeping and improve efficiency
- Promotes and coordinates nutrition education as an integral part of the food service program
- Helps the school lunch managers find ways and develop activities that relate the cafeteria experience to the classroom
- Directs the planning, development, and evaluation of the Child Nutrition Programs so the programs achieve their purpose
- Helps recruit, interview, and recommend school nutrition personnel
- Participates in evaluations of school nutrition staff yearly on the appropriate form or as needed and develops employee improvement plans as needed
- Assists in recommended needed updates/changes to school nutrition salary scales
- Assists with preparation and award of all bids for products and services

- Serves as a temporary School Nutrition Manager in the absence of a regular Manager
- Operate Board owned vehicle in a safe manner and assume responsibility for all supplies and equipment on the vehicle
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner
- Ensure adherence to good safety procedures
- Coordinates necessary maintenance of School Nutrition Program equipment including kitchen coolers and freezers
- Any other duties assigned by supervisor

### **Physical Requirements**

- **Strength and Stamina:** Capable of standing, walking, and moving for long periods; able to lift objects up to 50 pounds.
- **Dexterity:** Safe and efficient handling of kitchen tools and equipment.
- **Mobility:** Ability to bend, stretch, and reach during daily tasks.
- **Vision:** Sufficient vision to maintain food safety and manage inventory.
- **Communication:** Clear hearing and speech for effective team and student interaction.
- **Environmental Tolerance:** Able to work in varied temperatures and noisy conditions typical of kitchens.
- **Hygiene and Safety:** Follows strict standards to ensure safe food handling.
- **Endurance:** Can perform demanding tasks for extended hours without significant fatigue.

### **Qualifications**

#### **Minimum**

- Minimum of 5 years of experience in school nutrition
- Bachelor's degree in home economics, nutrition, food production, institutional administration, dietetics, food science or related field.

**Essential Knowledge/Skills:** Knowledge of school board, county government, state, and federal laws, and all ordinances, and regulations pertaining to all aspects of the school nutrition program; knowledge and understanding of administration and management of programs under the Child Nutrition Act and the National School Lunch Act; training and experience necessary to plan training and in-service for nutrition program personnel; ability to plan and manage fiscal resources in an efficient and conservative manner; ability to logistically plan and prepare for system events and oversee the event through its completion. Has excellent communication and organizational skills.

#### **Preferred**

- Registered dietitian preferred
- Hold or is eligible for school nutrition director service certificate issued by the Georgia Professional Standard Commission
- Master's degree or completion of Masters's within 3 years of employment

How to apply:

Submit a Washington County Board of Education application for employment or resume, and three professional references to Masha White or email to [mwhite@washington.k12.ga.us](mailto:mwhite@washington.k12.ga.us)

Classified Applications are available for download online at [www.washingtoncountyschoolsga.org](http://www.washingtoncountyschoolsga.org)

Position opened until filled

**The Washington County Board of Education is an Equal Opportunity Employer**

