



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Coordinator of School Nutrition Services		<b>Board Approved:</b> 12.17.13 <b>Revision:</b> 11.26.18
<b>Position Level:</b> Administrative Salary Schedule <b>May be assigned as:</b> 10-month, 11-month, or 12-month	<b>FLSA Status:</b> Exempt	<b>Reports to:</b> Assistant Superintendent for School Operations

### GENERAL DESCRIPTION

To assist in the supervision of providing safe, efficient and nutritionally sound food services for the Osceola County School District students through operational efficiencies, program policy compliance and review of daily food service operations.

### KEY RESPONSIBILITIES

- Assist the School Nutrition Services (SNS) Director with the management of the department in all areas, keeping current on all federal, state and district regulations, rules and policy applicable to school food service.
- Serve as liaison between the SNS Director and support personnel.
- Maintain open communications with school administrators in the effective and efficient operations of the SNS department.
- Assist with the planning, coordination and implementation of all SNS employee training within the framework of the district's Master Inservice Plan.
- Assist with the coordination and implementation of the SNS manager development program.
- Coordinate and provide recommendations in the planning of new facilities and the renovation of existing facilities.
- Coordinate with other district staff and/or allied groups to improve childhood nutrition, to provide nutrition education, and contribute in the district's wellness initiatives.
- Assist with providing technical assistance and the review of SNS operations, at assigned work locations, consistent with SNS policies and procedures, including assisting in the evaluation of SNS managers.
- Assure purchasing compliance with applicable statutes, regulations and policies; determine specifications for purchase of equipment, food and non-food
- Perform research and coordinate special projects as directed.
- Monitor assigned special projects and recommend changes to assure effectiveness, expeditious and successful cost-effective completion.
- Assist in the formulation and development of policies, procedures and programs.
- Maintain New Employee Handbook and SNS department's procedures manual.
- Oversee and assist in the updating and operation of the SNS Manager Trainee Program.
- Assist with the submission of all personnel reports and payroll information necessary for the daily operation of the department.
- Assist with the submission of all required local, state and federal paperwork necessary for the daily operation of the department.
- Assist with marketing and merchandising programs developed to for the department.

Participate as part of the district-wide Emergency Management Team.
Establish and maintain effective communication and working relationships with SNS staff, district personnel, school officials, parents, students and the general public.
Oversee and assist in the management of SNS Maintenance Department staff, budgeting, procurement and compliance.
Provide technical experience, information and assistance to the SNS Director regarding assigned function.
Advise the Director of unusual trends or problems and make recommendations as appropriate for corrective action.
Oversee vended and charter programs for contract compliance; provide recommendations for contract language changes.
Perform other duties as assigned by Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Coordinator of School Nutrition Services	<b>Job Code:</b>	<b>Position Level:</b> Administrative Salary Schedule
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelor degree in Food and Nutrition, Food Service Administration, or related field. Master's degree in related field with School Nutrition Association (SNA) SNS (School Nutrition Specialist) certification preferred.
<i>Work Experience:</i>	Five (5) years of related experience with at least one year in a supervisory capacity.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standard and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	One to Three Years: Formal plans that exceed on year, but not three years beyond normal operating planning.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines (example, Technology, Purchasing, Human Resources Management, etc.). Valid driver's license/provide own transportation.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.