



## **Lead Coord 8 / Dist Nutrition**

### **Purpose Statement**

The job of Lead Coord 8 / Dist Nutrition is done for the purpose/s of providing assistance to food service program managers throughout the District; performing specific supervisory duties related to personnel and the management of day-to-day operations of child nutrition programs at multiple school locations; and supervising Federal programs in addition to the National School Lunch and Breakfast Programs (e.g. After School Snack Program, Fresh Fruit and Vegetable Program, Seamless Summer Meals Program, etc.) to ensure programs operate according to current federal guidelines.

This job is distinguished from similar jobs by the following characteristics: Requires frequent travel between schools, occasionally in hazardous weather conditions.

This job reports to Director of Child Nutrition

### **Essential Functions**

Assists in ordering food, equipment and supplies within established federal procurement regulations and budget guidelines for the purpose of maintaining an adequate inventory for food service operations.

Assists in planning annual nutrition promotions to be implemented in elementary and secondary schools (e.g. NSLW, NSBW, seasonal, etc.) for the purpose of expanding services and developing nutrition habits in students.

Assists in planning and coordinating manager meetings, job specific trainings, and special workshops determining agenda from identified problems, new directives, and instructions on new menus and recipes for the purpose of providing training, improving efficiency, and ensuring compliance.

Assists dietetic interns assigned to Provo City School District with various functions during their training period (e.g. coordinating assignments, projects, promotions, etc.) for the purpose of providing meaningful learning experiences and opportunities.

Assists food service managers in resolving both emergency and on-going problems. (e.g. equipment repairs, food, ordering, inventory, staffing, personnel issues, etc.) for the purpose of training employees, problem solving and improving performance and quality.

Attends work regularly to fulfill duties specific to the assignment for the purpose of for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collects nutrition information from vendors for new and existing products used in the school meals program for the purpose of ensuring nutrition information comes in the form of CN labels, product specification sheets and nutrition labels.

Creates monthly menu calendars with nutrition facts showing options available for meals and posts menu calendar to department website. for the purpose of providing the most up-to-date nutrition information, menus, carbohydrate count calendar, interesting and educational articles, etc.

Creates and updates monthly ordering catalog of products for managers reflecting products available based on menu for the purpose of planning, ordering for and preparing scheduled meals.

Develops and analyzes school menus to meet current federal regulations for nutritional values, cost, preparation time and available foods and to plan menus for students with special dietary needs such as celiac, diabetes, food allergies, etc. (e.g. NLSP, SBP, ASSP, SSO, etc.) for the purpose of assuring menus are appealing and similar in quality, variety and cost.

Enters recipes and nutrition information in software program of products used annually and as new products are added to menus. for the purpose of ensuring menu items contribute the proper nutrition content according to the approved meal pattern.

Evaluates prepared food at multiple locations for flavor, appearance, temperature and quality for the purpose of presenting items that will be accepted by students, staff and community.

Manages day-to-day operations of child nutrition programs at multiple school locations (e.g. daily staffing, site inspections, employee food handler permit status, implementation and follow-up on required corrective action, etc.) for the purpose of ensuring programs operate according to existing federal, state, and local policies and guidelines and to ensure compliance with established nutritional and health requirements (e.g. HACCP and safety and sanitation).

Participates and provides meaningful input and feedback in various meetings (e.g. unit meetings, in-service training, workshops, wellness policy committee, etc.) for the purpose of conveying and/or gathering information required to perform job functions and to improve existing policy content and adherence.

Performs personnel functions (e.g. interviews, hires, orients new employees, handles sensitive employee situations and information appropriately, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring that new hires are qualified to perform assigned duties in accordance with federal, state, and district guidelines.

Performs functions of other food service positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Provide district nurses with carbohydrate count calendars, daily meal plans, ingredient lists, etc. for the purpose of enhancing students' meal experience in the school cafeteria.

Provides managers with the necessary tools to produce meals following HACCP food safety program and federal nutritional mandates. (e.g. menus, production records, standardized recipes, etc.) for the purpose of ensuring meals are meeting daily nutrient values and guidelines.

Provides effective verbal and/or written communication with managers, students, parents, administrative personnel, vendors, etc. for the purpose of providing written and verbal support while maintaining confidentiality.

Supervises assigned food service personnel at multiple sites (e.g. employee training, establishing performance standards and goals, monitoring employee performance, performing employee evaluations, problem solving, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring adherence to health, safety and nutritional standards of food services operations.

Trains managers and kitchen staff frequently on a variety of subjects (e.g. managerial and food service skills, food safety and sanitation, equipment and knife safety, lifting strategies, uniforms, etc.) for the purpose of emphasizing the importance of safety and adherence to federal guidelines and its impact on school menus, production records, standardized recipes, and portion sizes.

Visits schools regularly to conduct site reviews, provide on-site and job specific training, build cohesive and effective teams, resolve employee related concerns, and ensure programs operate safely and efficiently. for the purpose of monitoring the quality, safety, and compliance of each program.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of 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.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 25% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

Pre-Employment Proficiency Test  
ServSafe Certification

### **Certificates and Licenses**

ServSafe Certificate  
SNA School Nutrition Association Level 3 Certification  
Valid Drivers License and Evidence of Insurability

### **Continuing Educ. / Training**

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**