



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CHILD NUTRITION SERVICES COORDINATOR

**DEPARTMENT/SITE: CHILD NUTRITION
SERVICES**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 25

WORK YEAR: 10 Months

**REPORTS TO: DIRECTOR OF CHILD NUTRITION
SERVICES**

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision of the Director of Child Nutrition Services, the Child Nutrition Services Coordinator, assists the Director in all aspects of District food service program for all school sites; visits, monitors and reviews the efficient operation of sites; trains workers and substitutes for staff when absent; other related work as assigned. The incumbents in this classification provide the school community with nutritious meals which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

The Child Nutrition Services Coordinator assists the Director in all aspects of the efficient operation and oversight of the nutrition services program for all school sites; trains and supervises staff in absence of Child Nutrition Services Site Leads.

The Child Nutrition Services Site Lead incumbents are responsible for overseeing the Child Nutrition Workers; daily cash reporting and menu production; monitoring proper food inventories and orders; assisting in the setup of serving areas; ensuring a clean, safe and sanitary food service facility.

The Child Nutrition Worker classification is the entry-level classification in the child nutrition series. Incumbents are required to assist in the food preparation, serve hot and cold food to students and perform cashiering duties.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES

- Assist the Director in the efficient operation of the site cafeterias including ensuring that the sites are properly staffed, observing daily mealtime functioning and participating in monthly inventory.
- Drive from site to site to ensure efficient operation, food preparation and service, and accurate record keeping.
- Coordinate food service for field trips and special district events.
- Assist in recipe development, menu planning and student taste tests.

- Communicate with vendors regarding food and supply orders; review orders, transfer forms, menu production reports and food safety reports to determine corrections and repairs needed at sites and provide necessary follow up to ensure completion.
- Assist in the food warehouse with accepting food and supply deliveries and stocking, verify accuracy and make adjustments as needed; coordinate food and supply transfer requests.
- Ensure that cafeteria preparation and serving operations comply with health and safety and sanitation regulations and established policies and procedures.
- Consult with Director regarding cafeteria needs, condition, and menu planning in order to maintain established food quality standards related to taste, appearance, variety and nutritional value.
- Train, orient and provide work direction and guidance to assigned staff; oversee work for accuracy, efficiency, and compliance with established policies and procedures; provide input to Director concerning employee performance and assist in interviewing and selection of new staff.
- Fill in for absences of Child Nutrition Services (CNS) staff at various sites performing duties related to food preparation, cooking, assembly, and service; operation of point-of-sale (POS) software to calculate and account for lunch costs; maintenance of cash records and reconciliation of sales; and cleaning and sanitizing work stations and all equipment and maintenance of storeroom areas.
- Review negative balance reports and contact parents as needed.
- Oversee, review and evaluate of end of the year clean up requirements.
- Communicate and coordinate with M & O staff and vendors to ensure proper operation of child nutrition facilities, appliances and equipment.
- Attend meetings (e.g., in-service training, CNS meetings, food shows etc.) in order to receive and/or convey information and assist Director with planning and implementation of annual staff training.
- Interact with and responds appropriately to students, staff, vendors and the public.
- Communicate through district email service and other electronic communication methods.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Basic standard methods of quantity food preparation, serving and storage
- General nutrition, food values, food combinations, economical substitutions and menu planning care and use of standard food service appliances and equipment
- Record keeping procedures; sanitation and safety practices and procedures
- Principles of training
- Inventory practices and procedures including storage and rotation of perishable food; quality and portion control techniques
- Proper lifting techniques

Skills:

- Basic math and cashiering skills, including calculations using fractions, percentages, and/or ratios
- Interpersonal skills using tact, patience and courtesy
- Problem solving
- Work quickly and efficiently
- Report preparation and basic record keeping

Ability to:

- Prepare and serve food in accordance with health and sanitation regulations

- Determine appropriate quantities of food items to meet student needs
- Operate and clean a variety of food service equipment
- Collect money and make change quickly and accurately; maintain and keep current the computerized student database of accounts
- Conduct inventory and order appropriate amounts of food items and supplies
- Maintain and prepare accurate records
- Understand and carry out oral and written instructions
- Read labels and storage requirements
- Drive from site to site
- Establish and maintain cooperative working relationships; communicate and interact with elementary school children, staff and parents
- Meet deadlines by setting priorities, coordinating work and adapting to constant changes and interruptions
- Work independently with little direction
- Train and provide work direction and guidance to assigned staff
- Maintain confidentiality
- Learn and gain knowledge in the food service profession

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible experience in the preparation, cooking and serving of food in large quantities. One year of supervisory experience preferred.

LICENSE(S) REQUIRED:

- Valid SERV Safe Food Manager's Certificate
- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Performing duties in a food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing or pulling food trays, carts, materials and supplies
- Reaching overhead, above the shoulders and horizontally
- Seeing to assure proper quantities of food

- Bending at the waist
- Exposure to boiling water and very hot foods, equipment and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents