

**KILLEEN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Coordinator for School Nutrition
Report To: Director for School Nutrition
FLSA Status: Exempt

SUMMARY

Assists the Director in managing and directing all School Nutrition activities within the School District by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Ensures the direction of the School Nutrition Program is in a manner in which all local, state, and federal guidelines are followed.

Supervises assigned School Nutrition personnel (e.g. orients, trains, evaluates, 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 the School Nutrition operations.

Maintains records of School Nutrition bids, quality assurance, and shipping. Assists with updating and recording all food specifications. Is responsible for USDA commodities to include: ordering, administration, coordinating, receiving and storage.

Maintains computer technology as applicable to School Nutrition accounting procedures and inventory accountability.

Develops cycle menus and production records in accordance with all states regulations. Maintains control over and perform nutritional analysis of all menus through the use of computer technology software.

Develops and provides nutritional educational materials for School Nutrition managers. Develops manager training for all new School Nutrition managers.

Monitors the receipt, preparation, presentation, and serving of food and beverages for the purpose of ensuring safety and budgetary parameters are met and meals are presented in an appealing manner.

Communicates with administrators, School Nutrition staff, parents, and various outside agencies for the purpose of exchanging information and resolving concerns related to the School Nutrition programs.

Coordinates and conducts staff development and safety training, in-services and workshops for the purpose of disseminating information related to the School Nutrition operations.

Assists with marketing and promotional procedures to assure high participation at breakfast and lunch.

Prepares a wide variety of documentation (e.g. cumulative meal counts, budget reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.

Coordinates personnel actions with Employee Relations and Risk Management as it relates to personnel receiving FMLA and Workers Compensation.

Leads and supports the catering and concessions activities to meet the expectations of a quality program for the KISD community.

Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

SUPERVISORY RESPONSIBILITIES

Assists the Director in the overall supervision of employees in the School Nutrition Department (500 employees). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability needed. There may be alternatives to the below qualifications, as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE

Bachelor's degree in Business or Restaurant and Hotel Management, Nutrition, or Institutional Administration is required and three years related Food Service Management experience in a school, hospital or industrial Food Service operation.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and Boards of Directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to operate calculators, 10-key, and have basic computer knowledge.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

Approved Date: November 9, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.