



Columbia County School District Job Description

Position Title: School Nutrition Coordinator		
Department: School Nutrition Program	Evaluation Instrument: Performance will be evaluated annually by the Director of School Nutrition Services in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade P	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of School Nutrition Services		

MINIMUM QUALIFICATIONS

Education: Bachelor’s degree in home economics, institutional management, dietetics, or foods and nutrition. Hold or eligible for the S4 or higher Georgia service certificate in School Nutrition Director or meet other qualifications required by the Professional Standards Commission.

Essential Knowledge/Skills: Registered Dietitian preferred.

Experience: Three years of acceptable experience in school nutrition management, institutional food service management, teaching, or related field.

GOAL

Contribute to the successful achievement of the Columbia County School District 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.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- JOB FUNCTION:** To provide leadership for the Child Nutrition Program that meets federal and state guidelines and is financially sound.
- Interprets local, state and federal policies/laws pertaining to the School Nutrition Program.
 - Develops, follows, and evaluates program of work annually by maintaining records and documentation as required.
 - Reviews each school’s nutrition program monthly, file reports, and follows-up on problems.
 - Works with schools to develop and implement plans to correct problems identified with the audit process.
 - Prepares menu for children with special dietary needs, as needed.
 - Visits schools according to guidelines.
 - Assists managers with purchasing and other managerial duties through both written and oral guidelines.
 - Supports active student involvement and nutrition education in schools.
 - Assists with staff development programs as needed.
 - Teaches orientation for new employees.
 - Promotes a positive public image.
 - Assists in evaluating recipes, food, cleaning products, equipment, and all other items to be used in the school cafeterias.
 - Plans menus to assure acceptability, nutritional adequacy, financially sound, and within all federal and state guidelines.
 - Possesses computer skills to include using software for menu planning, nutritional analysis, financial analysis, Etrition, Free & Reduced, Windows 10, and Office 2016.
 - Assists in installing, training, and overseeing implementation of software in the school cafeterias.

- Maintains credentials and certificate through continuing education associations.
- Assists in coordinating all procurement activities, including product evaluation, specification development and order processing.
- Assists in implementation of School Nutrition Program computerization with school district.
- Assists in preparing bids for food, produce, and paper.
- Prepares production records within federal and state guidelines.
- Assists in maintaining school nutrition website.
- Assists in ordering process for USDA and DOD.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: February 2018