

Job Title: CHILD NUTRITION COORDINATOR
Reports to: Chief Financial Officer
Dept./School: Food Service
Wage/Hour Status: Exempt
Date Revised: November 14, 2022

Primary Purpose

Support and assist the Chief Financial Officer and Food Service Management Company in managing all aspects of the daily operations of the Child Nutrition program to ensure compliance with all laws and regulations. Maintain program compliancy within the regulations for school meal programs.

QUALIFICATIONS

Minimum Requirements

Bachelor's degree in related field, preferred
Clear and valid Texas driver's license
Food Handler's Permit

Special Knowledge/Skills

Ability to conduct on-site inspections of food service facilities at assigned campuses
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Strong organization, communication, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES

1. Regularly complete inspections and review performance of each site; provide assistance to managers as needed.
2. Oversee food service database to ensure program compliancy.
3. Oversee and monitor Summer Food Service program.
4. Maintain data integrity while working with other departments in the district.

Budget and Inventory

5. Assist with preparation and administration of program budget.
6. Assist in facility planning and equipment specification and selection.
7. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
8. Assist with all aspects of compliance reviews and audits.

Safety and Sanitation

9. Ensure cafeterias maintain a safe work environment and report unsafe working conditions.
10. Ensure all equipment is in good working order. Recommend replacement as needed.

- 11. Assist in facility planning and equipment specification and selection.
- 12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities

- 13. Implement policies established by federal and state laws, and board policy.
- 14. Attend training sessions/conferences to enhance professional skills and knowledge.
- 15. Compile, maintain, and file all reports, records, and other documents required.
- 16. Oversee the upgrades for district-level POS and office software annually as needed.
- 17. Ensure software programs are operating with compliance to all laws and regulations.

Other

- 18. Maintain confidentiality of information.
- 19. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.
 Occasional district and statewide travel.
 Occasional prolonged and irregular hours.

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

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____