

Job Title: CHILD NUTRITION COORDINATOR
Reports to: Chief Financial Officer
Dept./School: Food Service
Wage/Hour Status: Exempt
Date Revised: April 30, 2026

Primary Purpose

The Child Nutrition Coordinator will assist the Superintendent of Business Services in managing all aspects of the district Child Nutrition Program (CNP) operation as awarded in the FSMC contract. The job functions include managing, supervising, planning, directing assessing, implementing, and evaluating the program to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

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

Customer Service

1. Establishes quality standards for the presentation and service of food.
2. Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

3. Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment by the Food Service Management Company.
4. Maintain record of Health Certification at all feeding sites.
5. Develops and integrates employee safety regulations into all phases of the school food service operation.
6. Establishes procedures and policies for risk management.

Financial Management and Recordkeeping

7. Manages the CNP using appropriate fiscal management techniques.

8. Implements efficient management techniques to ensure all records and supporting documentation maintained in accordance with local, state, and federal laws (USDA FSMC Guidance for SFAs-May 2016 policies).

Food Production

9. Develops procedures to ensure the food production system provides safe nutritious food of high quality as written in the contract.

Procurement

10. Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
11. Ensure the FSMC maximize the use of USDA donated Foods in menu planning and production.
12. Monitor the issuance of credits by FSMC for the use of all USDA Donated Foods.
13. Monitor the receiving, storing, and inventorying of food and non-food supplies based on the sound principles of management.

Program Accountability

14. Implement Free and Reduced-Price Meal Process
15. Review and approve monthly claim for reimbursement.
16. Develop guidelines for providing services in response to disaster or emergency situations.
17. Monitor the food service operation by conducting reviews once a semester using the Food Service Management Company Contract Review Form to ensure compliance with approved FSMC contract.
18. Conduct on-site reviews of counting/claiming system by school for all required programs.
19. Follow-up on any counts which show counting discrepancies.

Nutrition and Menu Planning

20. Establish an advisory board that include parents, teachers and students to assist with menu planning,
21. Monitor FSMC adherence to 21-day cycle menu of meal service. Approve all menu changes prior to publishing menus and service.
22. Approve menu substitutions as needed.
23. Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.

General Management

24. Employs management techniques to maintain an effective and efficient CNP.
25. Implements policies and procedures to ensure the effective operations of CNPs.

Personnel Management

26. Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.

- 27. Develops job performance standards that provide for performance improvement.
- 28. Supervises the hiring, training, and evaluating of District Child Nutrition Program personnel
- 29. Directly supervises the Food Service Supervisor and Food Service Managers.
- 30. Oversees procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- 31. Establish and facilitate employee committees and act as a liaison between committee and district leadership.
- 32. Establishes standards for the professional development of the district's CNP personnel.

Other

- 33. Performs and directs job related proficiency with the highest ethical integrity.
- 34. Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- 35. Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- 36. Performs and directs appropriate communication skills with the customers served.

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:** _____

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