

Union Public Schools Job Description

Position Title: Child Nutrition Assistant Coordinator
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Exempt

SUMMARY: Basic responsibilities include the supervision of employees and the implementation and coordination of Food Services Department to ensure high standards of nutrition, food production, cost controls, student service and employee development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Implements planned quality menus incorporating time saving production techniques, effective merchandising and nutrition education activities.
- Assumes responsibilities for receiving, storing, and food product according to established standards.
- Assures that sanitation and safety practices in all phases of the Food Services Department's operations meet established standards.
- Maintains a required system of accountability.
- Helps plan schedules and work assignments.
- Promotes student and staff satisfaction.
- Communicates concerns to Director about policies and procedures.
- Plans special school functions.
- Manages the program in accordance with federal, state and local requirements.
- Assists in the hiring of new employees; trains and supervises building food service staff.
- Makes necessary recommendations regarding development and continued employment.
- Completes payroll and state reports.
- Interviews new employees and completes paperwork.
- Maintains knowledge of all computer programs and trouble shoot at school sites.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED). Five (5) years child nutrition experience in operations management. Management experience in financial systems, payroll administration, budgeting, accounts payable and accounts receivable. Computer skills in word processing and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires Servesafe certification or must obtain Servesafe certification after hire within a time frame designated by Director of Child Nutrition.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

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

The noise level in the work environment is usually quiet to moderate.