

Union Public Schools Job Description

Position Title: Child Nutrition 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.*

- Reviews, approves and verifies accuracy of Kronos time entries for all hourly Child Nutrition employees following the District's payroll schedule.
- Prepares manual spreadsheets for payroll for new/provisional employees who are not using Kronos.
- Trains and assists Cafeteria Managers with Kronos operations.
- Installs WinSNAP/Web SMARTT software and maintains upgrades for all Child Nutrition computers at the central office, distribution center and all sites.
- Maintains WinSNAP/WebSMARTT data with daily import of student data from CrossPointe, Point of Sale, financial, menu planning, nutritional data, purchasing and receiving.
- Operates help desk to assist Child Nutrition employees with software and computer issues.
- Trains and supports users including Education Service Center personnel for front of the house, back of the house and point of sale operations with WinSNAP/Web SMARTT software.
- Installs and maintains point of sale equipment at all cafeteria sites.
- Prepares supporting documents and monthly claims for reimbursement for the State Department of Education.
- Supervises the preparation of requisitions and purchase orders for foods, supplies and direct delivery items for the school cafeterias.
- Prepares purchase orders for computer equipment, software and other required items.
- Supervises and monitors the preparation of data and financial reports for revenue and expenditures for the Finance Department.
- Supervises the handling, recording, reconciling of receipts, matching of invoices to statements, and assuring correct pricing based on bids for food, supplies and direct delivery items for the Accounting Department.
- Supervises Free and Reduced meal application process.
- Reviews, approves and accurately issues grocery requisitions to school sites.
- Prepares and enters nutritional information into WinSnap/WebSMARTT for nutritional analysis and for diabetic/special diet students.
- Participates in District 3rd party integration meetings.
- Attends State Department of Education meetings as required.
- Coordinates, supervises, and acts as a monitor for the Summer Feeding Program, including maintaining paperwork and filing summer claims.
- Prepares monthly inventory reports for all sites.

- Supervises and assists in entering and awarding food and supply bids in WinSNAP program.
- Prepares and submits Low Income Report to State Department of Education on appropriate due date.
- Performs end of year annual maintenance on WinSNAP/WebSMARTT and prepares database for new school year.
- Prepares data and spreadsheets as directed by the Director of Child Nutrition.
- 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 by supervising the Financial Clerks.

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: (a) Bachelor's degree in Foods and Nutrition, Food Management, Quantity Food Preparation, Personnel Management, and/or Business Management preferred; (b) or related field with at least one year of supervisory experience; (c) or five years supervisory experience with food service in a school environment. Proficient experience in computer operations such as WinSNAP/WebSMARTT, Crystal Reporting, and Microsoft Office (Word, Excel and Outlook) preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid ServSafe Certification required.

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, talk or hear. The employee is occasionally required to walk and stand. The employee may occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, fruit, canned food etc. 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 employee may occasionally work in temperatures above 100°. The noise level in the work environment is moderately noisy in the presence of students/children.