

Union Public Schools Job Description

Position Title: Child Nutrition Secondary Area Coordinator
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Exempt

SUMMARY: Coordinates secondary school cafeteria food service activities, programs, training, supervision, marketing and promotions, and operational and financial functions.

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

- Assures financial accountability of school cafeterias, auditing meal counting and cash handling procedures for loss prevention.
- Implements innovative programs that increase efficiency and student participation.
- Assures effective and efficient quality food service through regular school visits and evaluations by spending 80-85% of time at the school sites.
- Reviews sanitation and safety compliance in school cafeterias and follows through with corrections as needed.
- Assists managers with preparation of work schedules and job analysis.
- Evaluates school participation in relation to meals per labor hour and efficient labor utilization.
- Assures financial records are prepared in accordance with the District and departmental policies.
- Observes and corrects any deficiencies in compliance with state and federal school meal regulations.
- Recommends assignments, working hours, promotions, transfers and terminations when necessary.
- Assists with development and implementation of training and curriculum for kitchen managers and staff including culinary skills, equipment, regulatory compliance, and computer skills.
- Recommends employees for training as well as conducts different types of training, such as on-the-job and classroom training.
- Encourages development of leadership for managers and staff, providing opportunities for growth and promotion.
- Administers performance evaluations for cafeteria managers.
- Reviews and recommends performance evaluations for hourly staff.
- Interviews and hires for open positions.
- Interviews, hires, and maintains a substitute/provisional work force and coordinates contractual temporary services.
- Completes necessary paperwork to Human Resources for Child Nutrition personnel.
- Reviews weekly grocery orders making appropriate corrections, considering inventories and participation.
- Monitors and controls food cost and reduces waste.
- Assists managers with data collection and reports for participation, inventories, requisitions, payroll, work orders, and requests for equipment repair.
- Tests and evaluates new product, foods, and equipment.

- Develops and implements marketing programs to increase participation, assists in developing new menu programs and service options appropriate for secondary students.
- Conducts display cooking in all secondary schools.
- Evaluates cafeteria for appropriate marketing materials and atmosphere.
- Evaluates physical facilities for needed improvements, sanitation, and safety.
- Reports facility conditions to the Director of Child Nutrition.
- Recommends needed equipment and equipment transfers.
- Follows-up on equipment maintenance and repairs.
- Serves as a liaison between principals and the Child Nutrition Department.
- Responds to parent and community feedback.
- Conducts student focus groups for feedback for improvements to Child Nutrition programs.
- Provides optimal customer service.
- 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 by supervising all secondary managers and cafeteria staff.

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 stand, walk, 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 noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.