Vail School District
Job Description

Job Title: CHILD NUTRITION PROGRAM COORDINATOR
Department: Business Support Services
Reports To: Director of Finance
FLSA Status: Exempt
Level: 23
Created: August 26, 2020

SUMMARY
Assumes general administrative responsibility for the business affairs, finance, and regulatory compliance for the District’s Child Nutrition Program (CNP).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Ensure food service operations are complying with departmental, local, state and federal agency rules, regulations, policies, and procedures.
• Coordinates the operation of the National School Lunch Program (NSLP) and the Summer Food Service Program (SFSP), if applicable, with the contracted Food Service Management Company (FSMC), if applicable.
• Assist in monitoring compliance with NSLP regulations, and SFSP regulations, if applicable.
• Completes orders and surveys with United States Department of Agriculture (USDA) Foods and Department of Defense (DOD) Fresh Fruit and Vegetable Programs.
• Inventories/verifies food order deliveries; meets the USDA food delivery truck once per week when school is in session and during the summer, if applicable.
• Submits monthly reports to verify USDA food deliveries.
• Resolves food service issues and complaints relating to meal program operations and general federal program regulations. Conducts taste tests, staff and student surveys, and nutrition educations workshops.
• Present nutrition programs to students, parents and teachers.
• Assist in preparation/distribution of bids, quotes and requests from proposals for food, supplies and equipment.
• Assist in plan reviews for new and renovated kitchens.
• Prepare written nutrition information for school board members, district, administration, principals and the media.
• Attends the District Wellness Committee meetings; and establishes and oversees the Food Service Advisory Committee (FSAC).
• Prepares sites for and assists with District, State and Federal audits when conducted.
• Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform duties.
• Verify and monitoring HACCP procedures, including temperature logs.
• Keep inventory records and taking inventory and valuing according to established district procedures.
• Operates usual office machines.
• Types material from rough draft and reports as necessary.
• Communicates with Federal, State and local representatives.
• Works with student clubs in planning special activities in the dining area.
• Office management duties, receives visitors, answers inquiries, and provides information concerning applications.
• Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS
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, and/or ability required.

EDUCATION and EXPERIENCE
• Degree in Food Service Management, Nutrition, Dietetics or related field required; or five years of quality food service production with three years supervisory/management experience required. School food service operation experience preferred.
• Or any equivalent combination of relevant education, training, and experience as approved by Director of Finance.

ABILITIES
• Ability to identify, plan, and coordinate all aspects of assigned activities and responsibilities. Ability to work independently and collaboratively, prioritize work, take initiative, and manage multiple tasks to meet deadlines.
• Ability to work a flexible schedule in order to meet the schedule-related needs of the position. May require working in the early mornings, as well as evenings, or weekends.
• Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
• Ability to approach others in a diplomatic and professional manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
• Ability to respond promptly and appropriately to customer needs, solicits feedback to improve service.
• Ability to adapt to changes in the work environment; manages competing demands; changes approach or method to fit the situation.
• Ability to demonstrate original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; and develops innovative approaches and ideas.

LANGUAGE SKILLS
Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common
inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, vendors, Governing Board, and the general public.

**ETHICS, JUDGEMENT, PROFESSIONALISM**

**MATHEMATICAL SKILLS**
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

**REASONING ABILITY**
Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram from. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Proof of a valid Arizona driver’s license and current automobile insurance are required.

**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.

While performing duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 15 pounds and occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and 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. May be sitting or standing in place for several hours at a time. May work outside in all types of weather. The noise level in the work environment is usually moderate.

**TRAVEL**
This position requires the employee to be able to travel efficiently between the district office and local or regional destinations. Travel is occasional in the local area with infrequent trips within the state.