

JOB DESCRIPTION
Park Hill School District

Nutritional Services Operations Coordinator

Purpose Statement

The job of Nutritional Services Operations Coordinator is done for the purpose/s of directing food and nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Nutrition Services Director

Essential Functions

- Assists in buying equipment for the purpose of ensuring consistent operations are maintained in the cafeterias.
- Collaborates with internal personnel (e.g. other administrators, Food Service Director and Cafeteria Managers, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with all regulations of the National School Breakfast and Lunch Programs.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, conducting student stakeholder surveys, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees cafeteria operations for the purpose of ensuring all regulations and health codes are within compliance.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Presents information (e.g. food service updates, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls and USDA guidelines.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, and supporting district wide services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; conducting interviews; conducting meetings; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; concepts of quantity cooking and nutritional analysis; accounting/bookkeeping principles; health standards and hazards; and practices of personnel administration.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Bachelor's Degree preferred in Nutrition, Food Service Management, Dietetics or a related field.

Required Testing

Physical Capacity Assessment

Certificates

Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Exempt

Approval Date

Salary Range