

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

FOOD AND NUTRITION COORDINATOR

JOB SUMMARY

Plans, organizes, directs, and administers a school food service and nutrition information program for the school district in compliance with federal, state and local governmental regulations. Basic responsibilities include: program planning, resource allocation, financial controls, designing of food service facilities, administration of the food service system, consultation and advisement to school district officials, and active participation in a program of nutrition information for students.

This position is Non-Represented.

PROFESSIONAL QUALIFICATIONS

- Degree in dietetics or food management and Registered Dietician preferred. Superior demonstrated skill or equivalent combination of experience may replace degree preference.
- Ability, training and experience required to accomplish indicated duties and responsibilities.
- Evidence of successful experience in food service operations required, preferably at the supervisory or management level.
- Experience in budgeting, menu costing and revenue/expenditure accounting and costs control.
- Knowledge of planning and menu development including evaluating nutritional value of menus.
- Ability to creatively communicate with staff, students and parents.
- Knowledge of state and federal school food service rules and regulations.
- Computer proficiency in word-processing and spreadsheet programs.
- Experience in planning implementation and function of a central kitchen system.
- Experience with Skyward Student System, Meal Time or equivalent meal tracking software system.

SPECIAL REQUIREMENTS

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license and good driving record; possess or be eligible to obtain a Washington State Department of Health Food Handlers Certificate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops nutritious, cost-effective menus that meet all local, state and federal guidelines for National School Lunch and Breakfast Programs. Maintains production records from each site.
2. Selects, trains, organizes, supervises, evaluates and monitors all food service personnel. Provides leadership and open communication with employees via site visitations, phone & emails to encourage job skill development and participation.
3. Responsible for ordering all food, supplies and equipment. Implements a cost-effective procurement system that complies with state and federal guidelines. Maintains active membership in the Puget Sound Joint Purchasing Cooperative. Prepares bid specifications, notifies venders and award bids.
4. Operates program within a defined budget, implementing cost effective measures in all categories (labor, food, supplies and operations). Oversees processing of invoices for Accounts Payable. Prepares and submits monthly State Claim for Reimbursement. Monitors food service personnel hours and monthly pay for budget maintenance. Provides oversight and monitoring of all aspects of cash receipting, bank deposits and online deposits.
5. Manages efficient use of USDA commodity dollars and products through monthly offers, surveys, diversions and tracking.
6. Coordinates and maintains the Free and Reduced Application Program for breakfast and lunch for the district, corresponds with households, completes OSPI verification and audits.

7. Prepares Child Nutrition Program Food Service Agreement annually, including site information, Free & Reduced Price policy statement, Letters to Household, and Application for Food Distribution.
8. Works with the County Health Department to establish and effectively ensure high levels of sanitation in the service of food. Maintains and updates the HACCP Policy to keep current with state and federal requirements.
9. Researches and applies for grants for food service equipment, various programs or improvements.
10. May perform other duties as assigned by superintendent.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Requires performing intermediate level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read and understand the operation, safety and health standards, and procedures; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, negotiation, conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor, lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; requires operation of office equipment and computer; requires keyboarding skill with accuracy; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to infectious diseases carried by students; may occasionally work outdoors in inclement weather.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

*Title IX and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, kharvill@meridian.wednet.edu
Section 504 questions and complaints can be directed to Aaron Jacoby, ajacoby@meridian.wednet.edu*

The mailing address for each coordinator is: Meridian School District 214 W. Laurel Rd., Bellingham WA 98226 (360) 398-7111.