**Job Title**:     Coordinator of Nutrition and Procurement **Pay Level:**   AP 102

**Reports To:** Director of Nutrition Services                       **Days Paid:**   233

**Division:**      Operational Services                                     **Wage/Hr Status:** Exempt

**Date Revised:**  12/2023                                            **Terms of Employment:**   Non-Contract

## Primary Purpose:

To coordinate all aspects of menu planning and procurement including production records, cost analysis, and product acceptability.  Develops nutrition education for students that aligns with district and department goals. Designs and distributes digital and print marketing material for the department. Oversees all department social media accounts. Assists director to ensure an efficient, productive, customer service oriented program that fulfills regulatory requirements, meets the nutritional requirements for students, promotes the development of sound nutrition practices, and maintains a safe, sanitary and inviting atmosphere.

**Qualification:**

Minimum Education/Certification and Experience:

* Degree in food service, nutrition, dietetics, or business administration, or a related field required.
* Registered Dietitian, required.
* School Nutrition Specialist (SNS), preferred.
* Member of TASN and SNA
* Member of the Academy of Nutrition and Dietetics

Special Knowledge/Skills:

* Knowledge of applicable Federal and State laws and TDA rules and regulations for public nutrition services programs
* Experience managing special diets and dietary modifications for children with special needs
* Advanced knowledge of menu planning, food procurement, and food preparation for institutional, high-volume food service delivery
* Familiar with school based software programs, preferably Nutrikids and Meal Viewer platforms
* Familiar with professional use of social media platforms such as Facebook, Instagram and X
* Computer literate (Microsoft Office, Google platforms and mainframe applications)
* Working knowledge of digital and print media development software programs such as Adobe Photoshop and Spark
* Ability to train staff and communicate effectively.
* Strong organizational, effective communication and interpersonal skills

 Minimum Experience:

* Four years ‘experience in food service management, preferably in school food service.

Major Responsibilities and Duties:

**Organizational Climate**

1. Ensure that the child nutrition operations are supportive of the instructional goals and objectives of the District and the attainment of the campus performance objectives (academic excellence indicators).
2. Emphasize the need for appropriate decorum and behavior by staff, emphasizing acceptance of cultural and gender diversity and zero tolerance for sexual harassment
3. Promote a positive and caring climate for learning
4. Facilitate and encourage effective communication with staff, community, media and the Board of Trustees
5. Deal sensitively and fairly with staff, students, parents, citizens, and all persons including those with diverse cultural backgrounds
6. Demonstrate behavior that is professional, ethical, and responsible
7. Demonstrate support for the District’s policies, regulations, procedures, and objectives
8. Demonstrate support for the District’s student management policies
9. Refer parents, citizens, community, and students to appropriate person in a courteous manner

**Administration**

1. Develops quality menus (breakfast, lunch) in compliance with program requirements set forth by the USDA and Texas Department of Agriculture.
2. Develops menus for the high school program which does not participate in the federal meal program.
3. Responsible for maintaining accurate food production records and nutrient analysis of school menus.
4. Maintains current Child Nutrition (CN) labels and/or nutrition statements in accordance with program requirements.
5. Plan therapeutic menus for special dietary needs as required, understand special diet protocol, works with cafeteria manager, guardian of student and other campus staff as needed to execute special diet.
6. Plans after school snack menu in coordination with the afterschool program contact person.
7. Responsible for creating the digital/print annual calendar menu for students.
8. Maintains Nutrikids Menu Planning and Inventory software to ensure ingredients, recipes and inventory items are accurate and correspond with the food buying guide and HACCP standard operating procedures.
9. Collaborate with the department bookkeeper when new menu items are added to the menu to ensure accuracy in Nutrikids Inventory.
10. Maintains accurate menus and nutrition information on the online menu software platform.
11. Oversees campus orders for warehouse, groceries, produce, bread and milk to ensure accuracy and inventory management.
12. Oversees and approves menu substitutions with vendors in accordance with program regulations.
13. Trains employees on reimbursable meals, food production records, nutrition education and other pertinent topics.
14. Uses current and appropriate software programs to create menus, marketing materials such as flyers, social media advertisements, promotional videos etc. to represent the department campaigns, achievements, and special events.
15. Provide nutrition education materials for PE and health teachers of the district. Provides nutrition education opportunities to students and staff.
16. Participates in the School Coordinated Health Advisory Committee, PE, Nurses, and other committees as necessary.
17. Facilitates and maintains district Wellness Plan per USDA regulations.
18. Completes grant application requests relevant for program funding for the department and maintains documentation as required.
19. Attends training sessions, food shows and stays current on all local, state and federal policies.
20. Familiar with Texas Department of Agriculture’s Administrators Reference Manual (ARM).
21. Maintains district nutrition services website and social media sites, including posting nutrition information, pertinent department stories and industry information.
22. Introduces new menu items and conducts student taste testing.
23. Conducts student and parent surveys using current technology such as google forms.
24. Maintains electronic menu boards for each school with the menu and other educational data through Novo DS software and other pertinent applications.
25. Maintains the department webpage ensuring all information is accurate, current and relevant.
26. Coordinates special events that promote the school menus.
27. Works with the department Culinary Trainer to develop recipes for new menu items that meet student preference and comply with the nutrition standards of the program.
28. Develops recipes and related materials associated with department catering programs.
29. Assists Nutrition Services Director in the selection and procurement of commodity food items for the school menu.
30. Assists Nutrition Services Director in bid evaluations as needed.
31. Participates as a Dietetic preceptor in partnership with colleges and universities on contract with the Nutrition Services department.
32. Demonstrate and promote clear effective communication through various forms and methods.
33. Assist with conducting assessments, measuring performance, planning for growth and improvement of the operation.
34. Provides guidance and support to staff in relation to menus, food quality, recipe compliance, food production records and other operational needs.
35. Assist in developing long and short-range objectives and goals for the operation.
36. Keeps informed about customer opinion, initiate, and implements operation improvements, and makes recommendations to the Director of Nutrition
37. Keep the Director of Nutrition Services informed about the affairs of the department.
38. Perform other tasks as assigned by Director of Nutrition Services.

**School/Organizational Improvements**

* Coordinate and plan promotions, marketing strategies, and child nutrition educational initiatives.
* Effectively handle complaints by parents, citizens, community, and students
* Facilitate and encourage effective communication with staff, community, media and the Board of Trustees
* Develop partnership with campus leaders in order to coordinate efforts to achieve campus goals and expectations.
* Coordinates Parent and Student Advisory committees

**Professional Growth and Development**

* Develop professional skills and knowledge appropriate to the job assignment.
* Participate in staff development of the division by teaching training modules as assigned.
* Attending workshops presented by TASN, ADA, and Region XI.
* Lead and participate in staff development for the Child Nutrition Department.

# School/Community Relations

* Articulate the district’s mission to the community as necessary and solicit its support in realizing the mission.
* Demonstrate awareness of the district/community needs and initiate activities to meet those identified needs.

**WORKING CONDITIONS:**

**Mental/Physical Demands**

* Ability to communicate effectively (verbal and written).
* Ability to maintain emotional control under stress.
* Work with frequent interruptions.

**Environmental Factors**

* Regular internal District travel and occasional statewide or national travel.
* Occasional prolonged and irregular hours.
* Must have regular and consistent attendance.

The foregoing statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved By:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed By:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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