



## **NUTRITION SERVICES COORDINATOR**

**Job Code: 104FSC  
Bargaining Unit: 10  
Effective Date: 9/13/2010**

### **Description of Work**

#### **General Statement of Duties**

Performs supervisory work coordinating and monitoring the nutrition services operation in the schools to insure maintenance of standards and policies in food handling and serving; and performs related duties as required.

#### **Supervision Received**

Works under the general technical and administrative supervision of the Nutrition and Custodial Services Director.

#### **Supervision Exercised**

Exercises technical and administrative supervision directly over the Nutrition Services Supervisors.

#### **Typical Duties Performed**

The listed examples may not include all the duties performed by all positions in this class.

Coordinates in the schools the presentation of products insuring the utmost in point of sale merchandising through quality and eye appeal in order to effect the highest possible participation while maintaining a standardization of portions and costs.

Insures proper evaluation of the unit's nutrition services personnel by the unit person in charge and evaluates on a regular basis, in accord with department policy, the person in charge of the unit itself.

Assists with training personnel in new and up-dated methods of nutrition services practices.

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### **Typical Duties Performed (continued)**

Develops and maintains a good working relationship with school administrators and personnel, incorporates their assistance and ideas in the development of the highest possible participation.

Works with Student Nutrition Services committees where available.

Reports any substandard operations immediately to the Nutrition Services Manager.

Completes reports as required and makes recommendations for improvement where and when possible.

### **Knowledge, Skills and Abilities**

Considerable knowledge of food preparation and serving techniques and practices.

Considerable knowledge of school lunch regulations and sanitation requirements.

Considerable ability to observe and evaluate the work of others.

Considerable ability to deal tactfully and effectively with school administrators, students and food service staff.

Considerable ability to plan and organize work.

Working ability to train others in food preparation, sanitation and school lunch management.

### **Minimum Qualifications.**

Three years of experience in the preparation and serving of foods in a school cafeteria with at least one year of experience as a Nutrition Services Supervisor 1, 2, or 3 or equivalent. Must possess a valid Minnesota Class D driver's license with no suspensions or revocations within the two-year period prior to the date of appointment (suspensions for parking related offenses excluded). A reliable means of transportation is required in order to travel to multiple sites. A Saint Paul Food Service Manager Certificate will be required within three months of appointment.