



EMPLOYEE NAME: _____

Revised: 10/88; 7/89; 12/90; 5/91; 6/91; 6/92; 5/93; 11/94; 5/95; 2/96; 12/97; 11/00; 7/05; 12/05; 1/07; 4/08; 8/08; 10/12; 7/14; 6/16; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Coordinator, FNS	JOB CODE: 630D (Cert) or 466J (Class)
DIVISION: Business Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Director, Food and Nutrition Services	PAY GRADE: Rank F (NK06)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises, disciplines as necessary, plans, directs, assesses, implements, and evaluates the Food and Nutrition Services program in order to meet the nutrition needs and nutrition education requirements of children while adhering to all policies and procedures, local, State and Federal regulations. Develops and provides specialized training for Food and Nutrition Services staff.	

REQUIREMENTS:

1.	Educational Level: Must meet one of the following conditions: hold an Associate Degree in a specific major (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or related field) with two years of relevant school nutrition programs experience, or; hold a Bachelor Degree in any academic major with two years of relevant school nutrition programs experience, or; hold a Bachelor Degree in any academic major and a school nutrition director certificate issued by the Georgia Professional Standards Commission, or; hold a Bachelor Degree with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Coordinators must complete 30 credit hours of core TID annually until all core requirements are met.
2.	Certification/License Required: Valid Georgia Driver’s License; successful graduate of the CCSD FNS Manager-In-Training (MIT) Program (or existing CCSD FNS Manager) who has completed the GADOE core TID courses for School Nutrition Managers preferred; valid ServSafe Certification required (must obtain ServSafe Instructor and Examination Proctor Certification within 3 months of assuming position).
3.	Experience: Three years combined experience in food service management, supervision, food service operations, training, professional development, employee skills development, or related experience required; extensive background in sanitation, food safety, food production, and presentation.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; driving personal vehicle, ability to repetitively lift items weighing a maximum of 50 pounds, walk and stand on cement floor for up to 7.5 hours, climb ladder, stoop, bend, lift and have hands in water; ability to work extended periods in temperatures ranging from extremely hot to sub-zero; ability to tolerate work conditions while cooking, frying, steaming, baking and microwaving; operates equipment that poses possible risk, loss or injury; utilizes cleaning chemicals in solution, aerosol and powder forms; subject to a noisy work environment; (see attached Chart of Physical Demands).
5.	Knowledge, Skills, & Abilities: Communicate effectively in written and oral form with people using positive interpersonal skills; ability to transfer knowledge of laws and regulations related to USDA child nutrition and school nutrition policies and procedures to FNS employees; experience in training, planning and creating professional development programs; knowledge and experience in Microsoft Office software and Horizon/OneSource software; accomplish goals in a timely manner, and maintain confidentiality; knowledge of food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP), safety regulations and practice applicable to food production facilities and equipment; use tact, patience, and courtesy; interpret, apply, and explain rules, regulations, policies and procedures; ability to interpret budget data, monitor actual financial results, and take corrective action when necessary to help ensure that financial goals are met; establish and maintain cooperative and effective working relationships with others; organizational skills; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises, coaches, and evaluates Food Service Managers and their school nutrition programs, Floating Managers, and MITs to ensure compliance with all federal, state, county, and District regulations and policies.
3.	Plans, schedules, develops, and conducts instructional training sessions for school food service staff to meet all federal, state, county, and District regulations; training includes topic specific and/or county-wide in-service training, ONE, manager meetings, core TID courses, MIT training, back-to-school training, ServSafe, and one-on-one training, etc.; maintains all training records.
4.	Investigates, mediates, and documents local school employee human resources issues and performance concerns.
5.	Conducts analysis of local school nutrition programs (production and personnel records, HACCP records, work schedules, etc.), develops plans for improvement, as needed; evaluates school nutrition programs to ensure compliance with all federal, state, county, and District regulations and policies by conducting reviews.
6.	Develops, plans, and identifies expected outcomes/results for each School Food Service Manager, as assigned; completes required documentation to communicate purpose and results of school visits.
7.	Assists in interviewing and selecting Cafeteria Managers, Managers-In-Training, Key-Persons, and Food Service Assistants.
8.	Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those supervised.
9.	Assists in developing policies/procedures and/or updating the manual for Cafeteria Managers and ensuring compliance with all policies/procedures and food and employee safety standards by conducting periodic reviews; assists in developing disaster/emergency standards and responds to disaster and emergency situations including equipment failures, food recalls, natural disasters and food safety concerns, etc.
10.	Assists in establishing and assuring that schools meet measurable financial objectives and benchmarks (food, labor, revenue, inventory, and other); allocates labor hours to school cafeterias and ensures compliance.
11.	Implements a menu system meeting federal regulations; assists in evaluating food products, testing, developing, and maintaining recipes based on nutrition standards for quality, cost, customer preference, ease of preparation, and presentation.
12.	Collaborates in the layout and design and manages opening of new and renovated kitchens and cafeterias; assists in determining equipment needs and specifications consistent with program needs and budget.
13.	Assures integration of the FNS program into the total educational experience via promotions, special functions and nutrition education activities to increase participation of all customer groups.
14.	Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing CCSD in a positive light; collaborates with school administration and provides feedback in response to customer issues.
15.	Develops leadership in subordinates.
16.	Attends professional development programs to gain knowledge beneficial to the continued progress of the FNS Program in order to provide technical assistance and training by conducting monthly manager's meetings, in-service programs and training workshops for food service personnel.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

PHYSICAL DEMANDS:

Dictionary of Occupational Titles - Physical Demand Categories:

Occasional
1-33% or 0-2.5 hrs p/day
0-100 reps

Frequent
33-66% or 2.5-5 hrs p/day
100-500 reps

Continuous
67-100% or 5 or more hrs p/day
500 or more reps

TASK/ACTIVITY	<u>Occasional</u> 1-33% per day	<u>Frequent</u> 34-66% per day	<u>Continuous</u> 67-100% per day
Lift Floor to Knuckle	50 lbs	25 lbs	10 lbs
Lift 12 inch off floor to knuckle	50 lbs	25 lbs	10 lbs
Lift waist to chest height	35 lbs	17.5 lbs	7 lbs
Lift waist to overhead	25 lbs	12.5 lbs	5 lbs
Two Hand Carry	50 lbs	25 lbs	10 lbs
Push - The maximum amount of force it takes to move, (push and pull), fully loaded utility carts, baker's racks, and proofing/holding cabinets was measured	33.5 lbs	NA	NA
Pull	33.5 lbs	NA	NA
Sit	X		
Stand			X
Walk		X	
Repetitive Stooping (Bending)		X	
Sustained Stooping (Bending)	X		
Repetitive Crouching (Squatting)		X	
Sustained Crouching (Squatting)	X		
Climb Stairs	X		
Climb Ladders	X		
Kneel	X		
Operate Hand Controls/Tool Use/Grasping			X
Reach above Shoulder Height	X		
Reach Repetitively Waist Height		X	