



AIMS K-12 College Prep Charter District

Title: Child Nutrition Coordinator

Category: Classified

Work Year: 12 Months

Employment Type: Full-time

Starting Range: \$67,915.75 - \$77,654.19

FLSA: Exempt

Supervisor: Director of Reporting and Compliance

JOB GOALS: Under the direction of the Director of Program Compliance or assigned designee, plan, coordinate and direct the district's food and nutrition services program, assuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, Department of Environmental health standards of food handling procedures of food handling and safety are met. Record-keeping; assign, train, supervise and evaluate the performance of assigned personnel. Maintain equipment and inventory and assist in planning, equipping district food service facilities. Plan the district menus and nutrition education programs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Plan, organize, direct, and supervise District-wide Food Service Program
- Travel to various sites to conduct site operations, monitor operations and services, evaluate organization and sanitation of facility
- Participate in the selection, assignment and evaluation of food services personnel
- Complete and hold a valid Food Service Manager certificate.
- Administer employee discipline in conjunction with established district policy and collective bargaining agreements
- Plan and direct in-service workshops and training programs for nutrition services personnel
- Attend a variety of meetings to maintain current knowledge of nutritional requirements, legal codes and related requirements
- Conduct and facilitate training in customer service
- Develop application process and procedures under the National School Lunch and School Breakfast Program
- Coordinate with back office support, School Food Solutions as needed, including emails and monthly calls.

- Generate reports and documentation as required, including participation statistics, financial reports, and compliance records
- Collaborate with the school community and parents to gather feedback, address concerns, and promote the nutrition program
- Stay updated on federal and state regulations related to school nutrition programs and ensure compliance with all relevant laws
- Supervise and provide leadership to kitchen staff, ensuring they adhere to food safety regulations, maintain a clean and organized workspace, and follow safe food handling practices
- Assist in managing the school nutrition budget by monitoring costs, expenses and revenue
- Provide education and training to employees and other stakeholders to ensure understanding and adherence to the wellness policy
- Oversee the day-to-day implementation of the wellness policy ensuring that its guidelines and objectives are put into practice across the organization
- Perform other related duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's degree and/or 3 year's equivalent experience. ● Valid CA Drivers License at time of and during employment.

KNOWLEDGE AND ABILITIES:

- Planning, organization and direction of a large-scale food services program
- Menu planning to meet the nutritional requirements of school age students
- Food production including preparation, service, and storage
- Food pricing, portion control, methods of computing food quantities and qualities, and merchandising
- Proper procedures, methods and equipment used in ordering, preparing, cooking, transporting and distributing large quantities of food
- Sanitation and safety practices related to cooking and serving food
- Applicable state and Federal laws, regulations, codes, policies, and procedures related to child nutrition programs
- Basic principles public purchasing, cost analysis, budget preparation and control, and accounting
- Analysis and interpretation of financial and operational data to recommend and implement more effective and efficient practices
- Kitchen facilities planning and procurement of large food service equipment ● Interpersonal skills using tact, patience and courtesy

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-35 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval