

**Three Rivers Charter School**

Phone: (707) 964-1128 Fax: (707) 734-5050

www.TRCSchool.org

1211 Del Mar Dr. Suite 301
Fort Bragg, CA 95437

TRCS Employee Policy 3.28**Job Description – Nutrition Services Coordinator (NCS)****A. PRIMARY FUNCTION**

Under direction of and in cooperation with the School Director, coordinate the school breakfast and lunch program at Three Rivers Charter School (TRCS).

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Work closely with the School Director, Harvest Market staff and California Department of Education (CDE) Nutrition Services to design menus ensuring that all required nutritional guidelines and meal patterns are met.
- Plan and assist in the procurement of food and supplies to implement lunch and breakfast service at TRCS.
- Track lunch and breakfast food inventory and assist the School Director with ordering from vendors.
- In collaboration with the School Director, complete required accountability and reporting requirements for the National School Lunch and Breakfast Programs.
- Transport meals from Harvest Market to TRCS daily and return carrying cases and empty containers to Harvest Market after lunch service.
- Track milk inventory, orders and transport milk from Hopper's Dairy on a regular basis.
- Obtain safe food handling certifications and attend training as required.
- Assume additional responsibilities as designated by the School Director.

C. QUALIFICATIONS

- Clear background check through livescan fingerprinting.
- Clear TB Test
- Possess reliable transportation and valid CA Drivers License.
- Physically able to lift up to 30 Lbs.

D. SCHEDULE

NSC will work approximately three hours daily Monday through Friday during lunch service times.