COORDINATOR, Nutrition & Wellness

QUALIFICATIONS

- Bachelor’s degree in Nutrition, Dietetics or related field required.
- Master’s degree preferred.
- Registered Dietitian Nutritionist (RDN) or Registry Eligible required (must pass RDN exam within one (1) year of hire).
- Three (3) years work experience in food service supervision or related field.
- Valid Florida driver’s license and use of personal automobile is required.
- ServSafe certification or receive certification within six (6) months of hire.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to be an ambassador for the brand.
- Ability to lead and develop team members.
- Effective skills in oral and written communication.
- Effective skills in problem solving and conflict management.
- Ability to plan, organize and prioritize.
- Ability to communicate and work cooperatively with a variety of audiences.
- Knowledge of computer applications as related to job functions.
- Knowledge of current trends and best practices.
- Knowledge of Florida Administrative Code concerning food service.
- Knowledge of laws, regulations and policies concerning the USDA Child Nutrition Programs.

SUPERVISION

REPORTS TO
Assistant Director, Food Service

SUPERVISES
Assigned Personnel

POSITION GOAL

To plan and coordinate district nutrition & wellness programs and activities while developing, coaching and growing team members, operational efficiency and financial accountability throughout the district utilizing direct and indirect influence and leadership.

PERFORMANCE RESPONSIBILITIES

1. * Plan menus that meet the USDA meal pattern and nutritional requirements within established budget.
2. * Complete nutritional analysis of menus.
3. * Ensure nutritional information is readily available to guests.
4. * Plan and organize activities related to food procurement and product testing.
5. * Plan utilization of USDA commodities and DoD fresh fruits and vegetables.
6. * Develop and maintain production records that meet USDA regulations.
7. * Coordinate the implementation of Local School Wellness Policy under the Healthy, Hunger-Free Kids Act.
8. * Serve as District nutrition liaison and expert.
9. * Coach and train managers, assistant managers and all team members on operational excellence and take corrective action if necessary.
10. * Work with managers to teach, train and supervise team members in the preparation of food with an established production system following standardized recipes, preparation and service methods, proper food handling techniques and equipment use & care.
11. * Monitor training processes to ensure quality training of team members.
12. * Develop and implement marketing strategies to maximize guest sales and service.
13. * Provide leadership to team members to ensure compliance with Federal and State regulations, School Board policies and District procedures.
14. * Participate in professional seminars, meetings and conventions that support nutrition education and benefit departmental relations with other organizations.
15. * Maintain open communication with principals, students, teachers and parents.
16. * Supervise and evaluate food service team members. Make recommendations for appointment, re-appointment, transfer, termination and promotion.
17. * Assist with catering events as needed which may be outside normal work hours.
18. * Be available to participate as part of the District-wide Emergency Management Team.
19. Perform other duties/tasks consistent with the goals and objectives of this position as assigned by the Assistant Director, Food Service.

*Denotes essential job function/ADA

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**EQUIPMENT / MATERIALS**

Standard office equipment

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**PHYSICAL REQUIREMENTS**

**Light Work**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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**PHYSICAL ACTIVITIES**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>Resting with the body supported by the buttocks or thighs.</td>
</tr>
<tr>
<td>Standing</td>
<td>Assuming an upright position on the feet particularly for sustained periods of time.</td>
</tr>
<tr>
<td>Walking</td>
<td>Moving about on foot to accomplish tasks, particularly for long distances.</td>
</tr>
<tr>
<td>Balancing</td>
<td>Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.</td>
</tr>
<tr>
<td>Bending</td>
<td>Lowering the body forward from the waist.</td>
</tr>
<tr>
<td>Stooping</td>
<td>Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.</td>
</tr>
<tr>
<td>Kneeling</td>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
</tr>
<tr>
<td>Crouching</td>
<td>Bending the body downward and forward by bending leg and spine.</td>
</tr>
<tr>
<td>Pulling</td>
<td>Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.</td>
</tr>
<tr>
<td>Lifting</td>
<td>Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.</td>
</tr>
<tr>
<td>Finger Dexterity</td>
<td>Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.</td>
</tr>
<tr>
<td>Repetitive Motions</td>
<td>Substantial and continuous movements of the wrists, hands, and/or fingers.</td>
</tr>
<tr>
<td>Talking</td>
<td>Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.</td>
</tr>
<tr>
<td>Hearing Acuity</td>
<td>The ability to perceive speech and other environmental sounds at normal loudness levels.</td>
</tr>
<tr>
<td>Visual Acuity</td>
<td>The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.</td>
</tr>
</tbody>
</table>

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**WORKING CONDITIONS**

Indoors & Outdoors  
The worker is subject to both environmental conditions. Activities occur inside and outside.

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**TERMS OF EMPLOYMENT**

**PAY GRADE**  
AO-10-F  
$61,532 - $94,387

**District Salary Schedule**

- Months: 12
- Annual Days: 258
- Weekly Hours: 37.5
- Annual Hours: 1935

**POSITION CODES**

- PeopleSoft Position: 00006642
- Personnel Category: 06
- EEO-5 Line: 06
- Function: 7600
- Job Code: 1719
- Survey Code: 76008

**FLSA**

- Applicable

**BOARD APPROVED**

- April 22, 2014

**EEO-5 Line**

- 008

**Previous Approval Dates**

- March 9, 2010
- April 9, 2002
- March 28, 2000

**ADA Information Provided by**

Chad Wilsky

**Position Description Prepared by**

Chad Wilsky