

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Nutrition & Wellness Red Apple Dining

#### QUALIFICATIONS

- Bachelor's Degree in nutrition, dietetics or related field required.
- Master's Degree preferred.
- Registered Dietitian Nutritionist (RDN) or Licensed Dietitian/Nutritionist (LDN) or Registry Eligible required (must pass RDN or LDN exam within one (1) year of hire).
- Three (3) years' experience in leadership role.
- Restaurant or hospitality management experience preferred.
- 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, Red Apple Dining  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To develop and coordinate campus restaurant menus to maximize guest dining and positively impact student wellness.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Lead, mentor, engage, and develop teams to maximize their contributions, including recruiting, assessing, training, coaching, and managing performance.
2. \*Develop and coordinate campus restaurant menus that promote guests dining and meet the USDA meal pattern and nutritional requirements within established budget.
3. \*Complete nutritional analysis of menus.
4. \*Ensure nutritional information is readily available to guests.
5. \*Plan and organize activities related to food procurement and product testing.
6. \*Plan utilization of USDA commodities and DoD fresh fruits and vegetables.
7. \*Develop and maintain production records that meet USDA regulations.
8. \*Coordinate the implementation of Local School Wellness Policy under the Healthy, Hunger-Free Kids Act.
9. \*Serve as District nutrition liaison and expert.
10. \*Assist campus restaurants in facilitating partnerships with teachers to provide learning opportunities for students.
11. \*Maintain open communication with district leaders in planning, developing, and utilizing Red Apple Dining for the maximum benefit to the district, campuses, and community.

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12. \*Provide leadership to team members to ensure compliance with Federal and State regulations, School Board policies and District procedures.
13. \*Participate in professional seminars, meetings and conventions that support nutrition education and benefit district relations with other organizations.
14. \*Direct, supervise, and evaluate assigned personnel.
15. \*Assist with catering events as needed.
16. \*Serve on the district wide emergency management team.
17. Perform other duties assigned by the Director, Red Apple Dining.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard office equipment and commercial food service equipment

## PHYSICAL REQUIREMENTS

**Medium Work**                      Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

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

## WORKING CONDITIONS

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

## TERMS OF EMPLOYMENT

<b>PAY GRADE</b>	<b>POSITION CODES</b>	<b>FLSA</b>	<b>BOARD APPROVED</b>
<b>AO-10-F \$65,527 - \$100,516</b>	PeopleSoft Position 00006642	<input type="checkbox"/> Applicable	<b>October 29, 2019</b>
District Salary Schedule	Personnel Category 06	<input checked="" type="checkbox"/> Not applicable	<b>April 22, 2014</b>
Months 12	EEO-5 Line 06	Previous Approval Dates	<b>March 9, 2010</b>
Annual Days 258	Function 7600		<b>April 9, 2002</b>
Weekly Hours 37.5	Job Code 1719		<b>March 28, 2000</b>
Annual Hours 1935	Survey Code 76008		
		ADA Information Provided by Chad Wilsky	
		Position Description Prepared by Chad Wilsky	

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*