

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 6/4/1992  
 LAST REVISION DATE June 2015  
 BAND & GRADE D-6-2-15

POSITION TITLE FOOD & NUTRITION SERVICE COORDINATOR

IMMEDIATE SUPERVISOR: Director of Business Services

Job Summary (Basic Purpose of Position)

Manages and supervises the overall operations and staff engaged in the production and service of meals and food in accordance with relevant federal and state guidelines.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.0 SUPERVISE &amp; MANAGE FOOD SERVICE PROGRAM STAFF</b>  1.01 Supervise and train employees. 1.02 Complete staff performance evaluations. 1.03 Direct and review the work performed by food service staff at all District schools. 1.04 Interview and select personnel for vacant food service positions. 1.05 Provide appropriate orientation and training for all new food service personnel; including, but not limited to: safety, sanitation, health, food production methods, reporting, and equipment operation and maintenance. 1.06 Process leave requests in accordance with applicable collective bargaining agreements and District policies. 1.07 Develop and conduct appropriate employee training/in-service programs. 1.08 Disseminate information to food service employees regarding Minnesota Department of Education, Minnesota Department of Health and District policies. 1.09 Maintain substitute file.	D D D D C B D D B			<b>KNOWLEDE OF:</b> 1. Relevant laws, rules, guidelines and standards pertaining to nutrition, menu planning, food production, sanitation and food storage. 2. Applicable statutes. 3. Bookkeeping procedures. 4. Basic nutrition. 5. Safety and sanitation procedures. 6. District policies. 7. Personal computer operation. 8. Purchasing procedures. 9. Grant writing. 10. Effective supervision and evaluation methods.  <b>ABILITY TO:</b> 1. Plan and direct the work of others. 2. Communicate (verbal and written).	1.01 Food service employees are trained and supervised. 1.02 Performance evaluations were on file at year end. 1.03 Monitored and reviewed the work of food service staff. 1.04 Qualified employees were hired when necessary. 1.05 In-service sessions were conducted for employees in a timely manner; and included safety, sanitation, health, food production methods, reporting, and equipment operation and maintenance. 1.06 Processed leave requests consistent with district policies and collective bargaining agreements. 1.07 Conducted training/in-service programs throughout the school year. 1.08 Information was disseminated to employees as necessary.

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<p><b>2.0 FOOD &amp; NUTRITION PROGRAM MANAGEMENT</b></p> <p>2.01 Plan and prepare menus for use in all District schools.</p> <p>2.02 Analyze menu to determine cost per meal.</p> <p>2.03 Analyze labor costs per meal.</p> <p>2.04 Ensure menus meet dietary guidelines and comply with all state and federal guidelines and regulations.</p> <p>2.05 Review applications for educational benefits to determine eligibility.</p> <p>2.06 Verify three percent of free and reduced meal applications for compliance.</p> <p>2.07 Create additional support for programs by promoting other School Nutrition programs.</p> <p>2.08 Develop and monitor budget for Food &amp; Nutrition Program.</p> <p>2.09 Compile and submit reports to the Minnesota Department of Education.</p> <p>2.10 Evaluate program as to its current status.</p> <p>2.11 Compile and submit reports to the School Board and Director of Business Services.</p> <p>2.12 Review food inventories.</p> <p>2.13 Develops purchasing guidelines to ensure purchased food and supplies reflect customer preferences, department needs, policies and nutritional objectives.</p> <p>2.14 Establishes standards and procedures for receiving, storing and inventory of food and non-food supplies.</p> <p>2.15 Develops, implements and modifies marketing plans to improve participation.</p> <p>2.16 Assesses customer preferences and industry trends to improve participation.</p> <p>2.17 Works with staff, teachers, students, parents, administrators, and health care providers in planning menus for students with special dietary requirements.</p>	<p>C</p> <p>C</p> <p>C</p> <p>D</p> <p>B</p> <p>B</p> <p>D</p> <p>D</p> <p>C</p> <p>D</p> <p>C</p> <p>B</p> <p>D</p> <p>C</p> <p>D</p> <p>C</p> <p>C</p>			<p>3. Plan.</p> <p>4. Delegate responsibility and decision-making authority.</p> <p>5. Allocate resources effectively.</p> <p>6. Organize work.</p> <p>7. Direct staff and program.</p> <p>8. Motivate others.</p> <p>9. Build consensus.</p> <p>10. Maintain accurate records.</p> <p>11. Maintain required certifications and licensure.</p> <p>12. Travel between District buildings as needed.</p> <p>13. Demonstrate consistent and reliable attendance.</p> <p>14. Analyze financial status of all food service programs.</p> <p>15. Secure grants to compliment food service program.</p> <p><b>SKILL IN:</b></p> <p>1. Nutrition education.</p> <p>2. Kitchen equipment operation.</p> <p>3. Operating a calculator</p> <p>4. Operating a personal computer.</p>	<p>1.09 Substitute file was maintained and used when necessary.</p> <p>2.01 Menus were completed and available for review.</p> <p>2.02 Menu was analyzed to determine per meal costs.</p> <p>2.03 Labor was analyzed to determine per meal costs.</p> <p>2.04 Menus complied with dietary guidelines and all state and federal guidelines and regulations.</p> <p>2.05 Applications for educational benefits were reviewed for eligibility.</p> <p>2.06 Verification of three percent of the applications for educational benefits was conducted in accordance with regulations.</p> <p>2.07 Additional programs were added to the food service operation to support existing programs.</p> <p>2.08 Annual budget is developed and monitored.</p> <p>2.09 Reports were submitted in a timely manner.</p> <p>2.10 Food service program was evaluated and necessary revisions were made.</p> <p>2.11 Necessary reports were submitted to the Director of Business Services and School Board.</p> <p>2.12 Food inventories were reviewed consistently throughout the school year.</p> <p>2.13 Purchasing guidelines were developed to ensure purchased food and supplies reflected customer preferences, department needs, policies, and nutritional objectives.</p> <p>2.14 Standard operating procedures were established for receiving, storing, and</p>
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<p><b>3.0 HEALTH &amp; SAFETY MANAGEMENT</b></p> <p>3.01 Establishes sanitation and safety procedures to ensure food preparation and serving standards.</p> <p>3.02 Reviews and incorporates safety regulations and guidelines in all phases of food service operations.</p> <p>3.03 Monitors food production and distribution to ensure high quality standards.</p> <p><b>4.0 OTHER DUTIES</b></p> <p>4.01 Assists in planning and designing food service facilities that meet production, customer, and workflow needs.</p> <p>4.02 Determines equipment needs and specifications consistent with program needs and budget.</p> <p>4.03 Establishes waste management systems that are environmentally safe, effective and economical.</p> <p>4.04 Establishes and maintains innovative food and nutrition programs (i.e. Farm to School, Chef's Move to School, etc.).</p> <p>4.05 Performs other related duties as assigned.</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>D</p> <p>D</p> <p>N/A</p>				<p>maintaining food and non-food inventories.</p> <p>2.15 Marketing plans were developed and implemented to improve program participation.</p> <p>2.16 Customer preferences and industry trends were assessed to improve participation.</p> <p>2.17 Special dietary needs of students were met working with all interested groups.</p> <p>3.01 Standard operating procedures were established and implemented for sanitation and safety.</p> <p>3.02 Safety regulations and guidelines were reviewed and incorporated in all phases of the food service operations.</p> <p>3.03 Food production and distribution was monitored at all sites to ensure high quality standards were met.</p> <p>4.01 Assisted in planning and designing food service facilities that meet production, customer, and workflow needs.</p> <p>4.02 Equipment specifications were determined consistent with program needs and budget.</p> <p>4.03 Waste management systems were established that are environmentally safe, effective and economical.</p> <p>4.04 Established and maintained innovative food service programs.</p> <p>4.05 Other related duties were performed as necessary.</p>
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**MINIMUM QUALIFICATIONS:**

A bachelor’s degree, or equivalent education experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR,

A bachelor’s degree, or equivalent educational experience, with any academic major or area of concentration, and a state-recognized certificate in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, or business; OR,

An associate’s degree, or equivalent education experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least one year of relevant nutrition program experience.

Preference will be given to candidates holding a bachelor’s degree.

**LICENSE/CERTIFICATION:** School Nutrition Association Certification Level 3 and Minnesota Food Manager License