



**LARKSPUR-
CORTE MADERA
SCHOOL DISTRICT**

CHILD NUTRITION SERVICES COORDINATOR

Department/Division:	Business Services
Reports To:	Chief Business Official
Provides Direction To:	
FLSA Exemption Status:	Confidential Classified
Date Prepared:	February 15, 2019
Date Adopted by Board:	
Salary Range:	Confidential 44-CL02

LARKSPUR CORTE-MADERA SCHOOL DISTRICT

DEFINITION

Under the direction of the Chief Business Official, the Child Nutrition Services Coordinator assists in planning, organizing, and directing the District-wide child nutrition services operations; coordinates with the Food Service Management Company; ensures child nutrition services programs and menus comply with applicable state and federal laws, rules, regulations and nutrition standards; coordinates, directs and maintains District Health and Wellness Committee; trains and supervises the performance of assigned staff; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Child Nutrition Services Coordinator is a position that performs a wide variety of financial activities, accounting support functions, and general support in the operation of the Child Nutrition Services program. The Child Nutrition Services Coordinator reviews and monitors the operations and activities of school site cafeterias.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists in planning, organizing, and directing District-wide child nutrition services operations.
- Implements and administers activities under the District’s Food Service Program; facilitates the Health and Wellness Committee meetings; updates and posts the Health and

Wellness policy and all required policies related to civil rights information, child nutrition services and safety plans; other policies as required.

- Implements federal and state mandated wellness initiative linked to funding under the National School Breakfast and Lunch Programs.
- Develops and recommends changes in child nutrition services policies and procedures to District administrators, including application processing and cafeteria procedures under the free and reduced price meal program for needy students.
- Trains and supervises the performance of assigned personnel; coordinates and conducts staff development and child nutrition services training programs, when applicable.
- Provides technical expertise, information and assistance to the Chief Business Official regarding child nutrition services operations; ensures an economical, safe and efficient work environment; advises the Chief Business Official of unusual trends or problems and recommends appropriate corrective action.
- Processes all child nutrition services financial data; directs and analyzes the preparation and maintenance of a variety of narrative and statistical reports, records, invoices, and files related to child nutrition services activities and personnel; submits reports to appropriate agencies to ensure state and federal expense reimbursements; composes memoranda, procedure manuals, production worksheets, and related materials; prepares public information materials and media releases related to school child nutrition services program.
- Assists with the preparation of bids, places orders and maintains inventories for all equipment and supplies.
- Reviews, processes, maintains and monitors free and reduced meal applications in compliance with District and state procedures; prepares the monthly state child nutrition services reimbursement claim and prepares revenue calculations for entering journals.
- Acts as the liaison between the District, families and students, regarding child nutrition services needs such as invoices, setting up student accounts and online ordering for hot lunches, free/reduced lunch applications.
- Attends child nutrition conferences, workshops, trainings, and conventions as the District's representative; maintains required child nutrition services certifications.
- Communicates with other administrators, personnel, vendors, students, parents, and outside organizations to coordinate child nutrition services activities and programs, resolve issues and conflicts and exchange information.
- Develops and prepares the annual preliminary budget for the child nutrition services department; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations.

- Continuous visits to all school sites to inspect for cleanliness and conformance to established operating procedures and conducts site monitoring inspections; coordinates bi-annual county inspector visitations to school sites.
- Operates a computer and assigned budget planning software programs; operates other office equipment as assigned; drives a vehicle to conduct work; researches and implements technology improvements as needed.
- Coordinates, attends, participates and conducts a variety of meetings as assigned.
- Ensures compliance with federal and state nutritional standards; coordinates all Administrative Reviews.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Food service, procurement principles, practices and procedures, type and sources of supplies, materials and equipment utilized in a school district child nutrition services operation.
- Applicable laws, codes, regulations, policies and procedures; federal and state regulations governing child nutrition programs, including free and reduced meals for needy students.
- Principles and practices of double entry bookkeeping, cost accounting and financial record keeping.
- General accounting and auditing practices including the preparation of financial reports and analysis.
- Data processing as it relates to financial and statistical record keeping.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Principles and practices of supervision and training.
- Health and safety regulations.
- Budget preparation and control.
- Detailed record-keeping and report preparation techniques.
- Advanced math skills.
- Inventory techniques.
- Operation of a computer, iPad, and other office equipment.
- State and federal compliance regulation.
- Wellness policy.
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position.
- Work independently with little direction.
- Maintain all required certifications, take all required test, and attend all mandatory trainings.
- Perform highly responsible administrative detail and complex clerical work.
- Supervise the work of the Child Nutrition Services clerks.
- Compile and prepare clear and comprehensive reports and keep complex fiscal records.
- Train and supervise personnel.
- Lead and coordinate the operations, services and activities of the Child Nutrition Services program.
- Meet mandatory deadlines for submission of financial reports and reimbursement claims.
- Administer departmental goals, objectives and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous, and timely manner.
- Maintain confidentiality of information obtained during the course of work.
- Exercise initiative, sound judgment, discretion and decision making.
- Prepare comprehensive narrative and statistical reports.
- Prepare a variety of detailed records and reports related to assigned activities.
- Prioritize, plan, coordinate and organize work to meet schedules, timelines and deadlines.
- Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Observe and follow health, safety and sanitation requirements.
- Operate a computer and modern software and equipment to develop, direct and maintain a computerized child nutrition services program; utilize standard office, financial and school child nutrition services related software budget programs.
- Maintain an effective, collaborative learning climate at the school(s) with students and staff.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes.
- Participate in staff and student activities.
- Communicate effectively both orally and in writing in English.
- Understand and follow oral and written directions in English.
- Travel to various District locations and school sites.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

Experience in school child nutrition services including supervision of nutrition clerks, state and federal wellness initiative mandates, accounting, inventory, financial reporting, and staff development is required.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

Valid California Class C driver's license

Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement; maintain insurability throughout employment

Food Protection Manager Certificate; valid and appropriate food service certification(s); evidence of attendance at mandatory workshops and trainings

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

MENTAL DEMANDS

While performing the duties of this class, the employee may be regularly required to use written and oral communication skills in English; read directions, product labels, printed material, instructions and safety information, student allergy notifications, and observe environmental conditions; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use advanced mathematical skills and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with

District and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and supervise others. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and District employees. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees must often visit District kitchens and cafeterias, which include an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are occasionally subject to heat from ovens; exposure to very hot foods, equipment, and metal objects. The employee will regularly work under typical office conditions which are moderately quiet, but will occasionally encounter a loud, noise level both indoors and outdoors when visiting the sites. The employee is constantly exposed to computer screens. The employee is subject to constant interruptions. The employee must drive a vehicle to conduct work that includes frequently driving to District sites, training facilities, community meetings and other locations as needed.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.