



Job Title: Nutrition Coordinator/Field Supervisor **Wage/Hour Status:** Exempt
Reports To: Director of Student Nutrition **Pay Grade:**
Dept. /School: Student Nutrition **Date Revised:** 09/29/2011

Primary Purpose:

Responsibilities include the development, implementation and evaluation of school menus in conjunction with the goals of the Student Nutrition Department and the Mansfield ISD. Responsible for ensuring that all menus meet USDA and Texas Nutrition Policy guidelines. Responsible for supervising a zone of eight or more school cafeteria operations.

Qualifications:

Education/Certification:

Bachelor of Science Degree in Food and Nutrition or related field, preferred
Minimum of Associate Degree in Food and Nutrition or related field
Registered or Licensed Dietitian or Certification in Child Nutrition Systems / Food Management
Knowledge of nutritional requirements for Pre-K through 12 children
Certified or working toward Level 4 TASN Certification (Comparable SNA certification accepted)
Knowledge of quantity food production methods, procedures, recipe development and personnel management techniques

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation
Ability to effectively manage personnel
Working knowledge of the USDA Traditional Food Based Menu system
Effective planning and organizational skills
Ability to communicate well both verbally and written text
Knowledge of PC based computer systems utilizing Microsoft Word, Excel, Power Point as well as food service software applications (Working knowledge of Microsoft Access a plus)

Experience:

One to three years of single or multi-site management experience in a food service establishment
child nutrition experience preferred

Major Responsibilities and Duties:

1. Working with the Student Nutrition Director, develop and write all school menus insuring that the menus are consistent with all USDA Dietary Guidelines and Nutrition Regulations as well as Texas Nutrition Policy.
2. Creation of all production records
3. Responsible for the nutrient analysis on school menus as needed.
4. Insure department compliance with Wellness Policy.
5. Develop and implement a Student Advisory Council.

6. Develop short and long-term goals to create positive nutritional awareness programs to the Student Nutrition Department Employees, classrooms, and other programs as designated by the Director of Student Nutrition.
7. Manage, implement and communicate formalized nutritional education activities and information to Nutrition Department staff, students, parents and administrators.
8. Monitor customer participation in accordance with the reports from each Student Nutrition site and make recommendations for menu selections based on findings.
9. Assist with the development of new recipes.
10. Participate in the development of staff development training programs for Student Nutrition.
11. Attend and participate in all meetings as scheduled by the Director of Student Nutrition.
12. Attend workshops, staff development sessions and other continuing education courses that will develop and maintain the coordinator's professional credentials.
13. Perform other functions that may be assigned by the Administration and the Director of Student Nutrition.

Policy, Reports, and Law

14. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
15. Maintain accurate reports of daily and monthly financial, production, and activity records.
16. Follow all rules, regulations, and policies of Mansfield ISD and follow directives from superiors.

Safety

17. Ensure that food items are stored in safe and hazard-free environment.
18. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
19. Maintain safe work environment.
20. Other duties as assigned.

Supervisory Responsibilities:

Field supervise a zone of eight or more campuses; evaluate employee performance formally or informally; responsible for training others in multiple tasks.

Equipment Used:

Large and small kitchen equipment to include, but not limited to, an electric slicer, mixer, steamer, sharp cutting tools, ovens, braising pans, heat/hold units, ranges, dishwasher, steam jacket kettle, utility cart, computer hardware and software systems, and audiovisual equipment.

Working Conditions:

Mental Conditions/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.