



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** School Nutrition Coordinator

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** School Nutrition Director

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the School Nutrition Coordinator is to assist the Director of School Nutrition in supervising the overall operation of the school nutrition department within the framework and guidelines established by the district, the Texas Department of Agriculture (TDA), and other regulatory agencies.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- Bachelor's degree in food & nutrition sciences or related field
- Efficient use of most computer programs required.
- Prior successful experience and/or training in institution school nutrition, preferred.
- Previous supervisory experience, preferred.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrates leadership skills and personal traits relative to effectively managing personnel and cafeteria operations.
2. Ability to interview, hire and complete new hire paperwork & orientation for all employees.
3. Coordinates with the School Nutrition Director in assessing personnel, equipment, and maintenance needs.

4. Conducts annual school site inspections for the purpose of ensuring kitchens are following Health Department standards.
5. Coordinate with School Nutrition Director and Food Production Supervisor on development of school menus.
6. Monitors school sites for after-school snacks, Supper Program (CACFP) National Lunch School Program, and Breakfast in the Classroom per TDA regulations.
7. Demonstrates the ability to maintain the department's social media pages.
8. Updates Special Dietary Needs in Point of Sale (POS) computer program and ensures all schools are following guidelines set forth by TDA regulations.
9. Speaks with nurses and/or parents for students with allergies and/or disabilities relating to the SNP.
10. The SNC will be responsible for the managing of procurement projects within the School Nutrition Department that include purchasing, contracting, sourcing, and commodity.
11. Assists School Nutrition Director to develop, implement and maintain procurement procedures and documentation to ensure compliance with federal and state regulations.
12. Maintains compliance with all applicable policies and regulations regarding bidding and purchasing including obtaining 3 quotes.
13. Responsible for order management to ensure error-free receivables as well as on-time processing and receiving.
14. Maintains a current and prospective vendor list/database and catalog resources.
15. Prepares and evaluates bids/proposals/quotes for the School Nutrition Department.
16. Develops procurement trainings for staff as needed or when required.
17. Regularly coordinate the review and improvement of processes for purchasing and inventory control.
18. Prepare written recommendations to School Board for purchases of fifty-thousand dollars or more.
19. Assists School Nutrition Director to assess department needs at all cafeterias including School Nutrition and warehouse for equipment needs and submit requests to Chief Financial Officer.
20. Oversees and reviews compliance with Buy American Provision.
21. Assists in submitting Purchase Requisitions using program for approval for department and develops and maintains updated list of invoices for each vendor as needed.
22. Coordinates with School Nutrition Director on special projects as needed.
23. Demonstrates ability to efficiently prepare work schedules, and implement safety, health, and sanitation procedures as required.
24. Plans and implements training/orientation of school nutrition staff as required.
25. Attends meetings, workshops, seminars, etc. as requested.
26. Promotes positive school/community relations by preparing and involving community participation.
27. Participate in the School Health Advisory Committee (SHAC).
28. Oversees the implementation of the Local Wellness Policy and provides updates as needed.

29. Manages and oversees manager/assistant manager food manager exams and permits.  
Verify that all food handlers and Manager Certifications are up to date.
30. Assists with timesheet monitoring and putting leave into AESOP.
31. Assists with the monthly claim as needed.
32. Verifies the direct certification list is being run and assists as needed.
33. Maintains communication with our uniform supplier & other vendors as needed.
34. Ability to stay up to date on the ARM and any changes that take place.
35. Demonstrates punctuality and dependability in performing responsibilities.
36. Dresses and grooms appropriately.
37. Establishes rapport with school nutrition personnel and other school personnel.
38. Adheres to professional channels in communicating ideas, concerns, etc.
39. Communicates and interacts in a positive manner with school nutrition workers.
40. Coordinates with the School Nutrition Director in planning staff development activities for meeting the needs of school nutrition personnel.
41. Coordinates with the School Nutrition Director for preparation of Audit as required.
42. Performs additional assigned duties in a positive and effective manner.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

#### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

#### **Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

#### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

#### **Environment:**

May work prolonged or irregular hours.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**