



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	School Nutrition Coordinator	<b>Location:</b>	Business Services
<b>Reports To:</b>	Director of Business Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### **Education and Experience Requirements**

- Bachelor's degree in any academic major and State - recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas\* and at least two years of relevant school nutrition programs experience

**\*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field**

### **Certificates and Licensure Requirements**

IVP fingerprint clearance card through AZ Department of Public Safety

### **Summary**

The District School Nutrition Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing assessing, implementing, and evaluating the program alongside the Food Service Management Company (FSMC) in order to meet the nutritional and educational needs of children as they relate to the CNP. The school nutrition professional shall collaborate with the FSMC and others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

### **Qualifications**

- Possess the professional leadership skills to assist the FSMC in administration, planning, direct assessing, implementing and evaluation the program in order to meet the nutritional and educational needs of children as they relate to the Child Nutrition Program
- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- Working knowledge of Microsoft Excel, Microsoft Word and Microsoft Outlook; knowledge of WebSmart school nutrition program software a plus
- Able to effectively communicate verbally, electronically, and written with clients, parents, students and support staff
- Possess the leadership and supervisory skills necessary to direct the work of the food service team
- Personal qualities associated with good human and interpersonal relations

### **Responsibilities and Requirements**

#### **CUSTOMER SERVICE**

- Establish quality standards for the presentation and service of food
- Implement a district-wide customer service driven philosophy that focuses on value and satisfaction

#### **SANITATION, FOOD SAFETY AND EMPLOYEE SAFETY**

- Establish procedures that to ensure that food is prepared and served in a sanitary and safe environment
- Develop and integrates employee safety regulations into all phases of the school foodservice operation
- Establish policies and procedures for risk management

#### **FINANCIAL MANAGEMENT AND RECORDKEEPING**

- With the FSMC, establish measureable financial objectives and goals for the CNP
- Manage the CNP using appropriate financial management techniques
- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state and federal laws and policies

#### **FOOD PRODUCTION**

- Ensure procedures developed by the FSMC provide safe nutritious food of high quality
- Ensure operational procedures for efficient and effective food production and distribution



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### **PROCUREMENT**

- Implement a cost-effective procurement system
- Ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives
- Establish and enforce standards for receiving, storing and inventorying food and non-food supplies based on sound principals of management

### **PROGRAM ACCOUNTABILITY**

- Ensure CNP compliance with all local, state and federal laws, regulations and policies
- Assist FSMC in providing technical assistance and training for school food service personnel
- Provide technical assistance and training for school administration and support staff
- Develop guidelines for providing services in response to disaster and emergency situations

### **NUTRITION AND MENU PLANNING**

- Assist FSMC in developing cost effective menus that maintain nutritional integrity and meet all local, state and federal regulations
- Assess customer preferences, industry trends, and current research to assist in menu planning that encourages participation in the CNP
- Work with school staff, teachers, parents, and physicians to plan menus for children with special nutritional needs

### **GENERAL MANAGEMENT**

- Implement personnel policies and procedures for the CNP in according to local, state, and federal regulations and laws
- Adheres to FSMC methods for hiring, training and evaluating personnel that recognize education, experience, performance, and certification
- Adhere to FSMC procedures for employee agreements, progressive discipline and formal grievances
- Assist FSMC in establishing standards for the professional development of the district's CNP personnel

### **FACILITY LAY-OUT AND DESIGN AND EQUIPMENT SELECTION**

- Assist with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow
- Determine equipment needs and specifications consistent with program needs and budget

### **MARKETING**

- Assist FSMC in development/implementation of marketing plan to attract students, parents, teachers, administration, support staff, and community
- Conduct ongoing evaluation of marketing plan
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community
- Implement a plan for providing foodservice for special functions consistent with Board of Education policies

### **COMPUTER TECHNOLOGY**

- Implement management information systems that increase productivity and efficiency of the school food and nutrition operation
- Ensure staff is trained on the use of computer technology in individual school sites to improve management techniques

### **NUTRITION EDUCATION**

- Implement FSMC comprehensive nutrition education program using school cafeterias as learning laboratories
- Establish role of the CNP as a resource for expertise in the development of and presentation of nutrition education materials and activities

### **OTHER**

- Perform and direct job related proficiency with the highest ethical standards and integrity
- Perform and direct with a commitment to promote a quality CNP that meets the nutritional needs of the customers served
- Perform and direct with an overall nature that is committed to the goals and visions of the school district
- Perform and direct appropriate communication skills with the customers served
- Perform other duties when assigned by immediate supervisor

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software



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- May require lifting materials and supplies weighing up to 50 pounds
- Bending, stooping, lifting, and climbing
- Climbing to various heights and working in confined spaces

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.