



Position Title:

Coordinator, Food and Nutrition Services

FLSA Status:

Exempt

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to develop and direct the School Nutrition program efficiently and effectively to attain the Lake Wales Charter Schools (LWCS) desired results for supporting student achievement by providing healthy, appealing, and cost-effective meals for students.

Essential Functions of this Job

Plan organizes, and direct the overall school nutrition program for LWCS. Ensures school food service staff adheres to local, state, and federal rules, and LWCS policies and procedures. Coordinates with school personnel, Principals, Assistant Superintendent of Business and Finance, and other staff to coordinate food activities and programs and resolve issues. Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner. Adhere to purchasing guidelines to ensure equipment and supplies reflect product knowledge, customer preferences, LWCS needs and policies, and nutrition objectives. Assists school principals and school nutrition campus managers in planning for new facilities and renovation of facilities. Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.

Prepares correspondence relating to the school nutrition program. Prepares and manages an annual budget for School Nutrition Program. Prepares and manages the disbursement of budget, including operating and/or capital funds, as appropriate in collaboration with Finance.



Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Thorough knowledge of pertinent Federal, State, and local laws, codes, and regulations as they relate to school Child Nutrition Programs. Thorough knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations, and LWCS policies as they relate to food service, purchasing, records retention, and property control.

Knowledge of financial management techniques and modern food service management principles. Ability to plan and manage a variety of functions. Effective oral and written communication skills. Ability to establish and maintain positive working relationships with a diversity of groups and individuals. Knowledge of industry-standard computer applications. Ability to use computers and related technologies efficiently. Knowledge of equipment used in school kitchens. Knowledge of food safety and sanitation principles and practices.

Education, Experience, and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's Degree from an accredited institution is preferred; Five (5) years of responsible food service management and administrative experience is required with three (3) years of experience in school food service, quantity food service or related experience and School Nutrition Association certification preferred.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move, and/or position objects infrequently weighing up to 20 pounds.

Local Code:

9000

Approval Date:

Date Last Revised: 07/18/2023



The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.