**Monroe County Community School Corporation**

**Job Description**

JOB TITLE: Nutrition Coordinator

REPORTS TO: Director of Food Service

DEPARTMENT: Food Service

FLSA STATUS: Non-Exempt

BARGAINING UNIT STATUS: Not eligible

**JOB SUMMARY**

Responsible for menu planning, nutritional analysis of meals, quality assurance of food items, and on-the-job training for food service staff.

**SUPERVISES AND EVALUATES**

Food Services staff

**QUALIFICATIONS AND SKILLS REQUIRED**

**Minimum Qualifications and Skills Required:**

1. Educational Requirements: Bachelor’s degree in nutrition-related discipline OR an equivalent combination of education and experience.
2. Skills and Knowledge: Prior experience and knowledge with nutrition innovation; Prior experience with and knowledge of USDA guidelines; Must demonstrate excellent written and verbal communication skills & be able to interact professionally with students, adults and all levels of personnel; Must be computer literate and able to implement use of Microsoft Office software and food service accountability software; Must possess strong mathematical skills, including experience calculating weights and measures; Previous experience working with students preferred;
3. Experience: 3 years in nutrition related field
4. Certifications/Memberships: ServSafe Food Protection Manager Certification; School Nutrition Specialist within 6 months of hire; active member of the National School Nutrition Association; Indiana School Nutrition Association

**ESSENTIAL JOB FUNCTIONS**

* Development new recipes featuring current food trends that meet federal regulations.
* Update menus, recipes, ingredients, and nutritional date in Horizon OneSource software program.
* Develops standards of excellence for providing and maintaining quality in the presentation of service of food.
* Oversees the system for preparing and maintaining production records and inventory that reflect an accurate report of planned menus, food produced, and food discarded.
* Ensures all meals served in the School Nutrition Program (SNP) meet current nutritional standards and meal pattern requirements.
* Maintain all data on product specifications including ingredients and allergen information.
* Assess and coordinate onsite nutrition training for food service staff.
* Ensures that proper receiving procedures and storage techniques are followed.
* Provides an environment conducive to protecting the health and well-being of the school’s children through high levels of sanitation standards.
* Assist the Director in corrective actions required as a result of monitoring visits.
* Assist the director in the oversight of federally funded school nutrition programs including: National School Breakfast, National School Lunch, Summer Food Service, After School Snack, and Fresh Fruit & Vegetable Programs.
* Assist the director in evaluating current programs for effectiveness and provide leadership in development of new programs.
* Act as a liaison between food service managers and vendors for problems dealing with orders and deliveries.
* Coordinate and conduct all testing of new food and recipes.
* Assist the director in the evaluation of all food service supervisors in collaboration with the Food Service Coordinator.
* Provides leadership to ensure a secure work environment during an emergency or crisis.

**OTHER FUNCTIONS AND RESPONSIBILITIES**

* Additional duties as assigned

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

**PHYSICAL DEMANDS**

Frequent cooking, cutting, walking, lifting; occasional standing, office work, driving

**MENTAL DEMANDS**

Ability to solve problems, make decisions, supervise, interpret data, organize, read and write

**FIELD/TRADE EQUIPMENT**

Convection Oven, Combi Oven, Steamers, Steam Kettles, Meat Slicer, Food Processor, Dish Machine, Tilt Skillets

**OFFICE EQUIPMENT**

Computer, Cell Phone, Copy Machine, Fax Machine

**WORKING CONDITIONS**

Working mostly indoors, occasionally outdoors; occasional exposure to high temperatures, cold temperatures