

SAN YSIDRO SCHOOL DISTRICT

TITLE: Child Nutrition Services Production Coordinator

REPORTS TO: Assistant Superintendent of Administrative Leadership, School Support, and Safety

DEPARTMENT: Child Nutrition Services **CLASSIFICATION:** Classified Management

FLSA: Exempt

SALARY: Classified Management Salary Schedule

CREATED: May 2023

Board Approved: May 30, 2023

BASIC FUNCTION: Under the direction of the Assistant Superintendent of Administrative Leadership, School Support, and Safety, the Child Nutrition Production Coordinator plans, develops, organizes, implements, and controls the operations and activities of the District's Food Service Department, including managing and coordinating the work of the food service staff at multiple sites throughout the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to reflect the principal job elements accurately).

- Plans, directs, and administers all operations and activities related to CNS and centralized kitchens within the District.
- Responsible for food, supplies, and other related contracts.
- Develops, organizes, and reviews operational procedures, and prepares for external audits and implementation of recommendations, and ensures conformity with District standards and governmental regulations.
- Provides standards for quantity and quality of food prepared and served; consults with vendors and orders CNS food and supplies; plans menus and provides standardized recipes in accordance with federal and state nutrient, ingredient and recipe requirements; inspects and tests food for quality.
- Manages, plans, and supervises activities of CNS; sets standards for efficient and sanitary practices in food preparation and service.
- Participates in the selecting, assigning, and evaluating of CNS personnel; acts as a resource to staff in problem-solving and providing feedback regarding potential problem situations.
- Supervises and evaluates the performance of all site-level child nutrition staff, including progressive discipline and makes recommendations regarding staff transfers.
- Directs and assists in scheduling and distributing CNS supplies and food items; directs the distribution and use of foods secured from subsidy programs.
- Assists in planning CNS layouts and selections of new equipment; plans for efficient use, care, maintenance, and repair of CNS equipment.
- Prepares reports and maintains records; reviews for accuracy all orders and records of CNS managers/leads.
- Runs summer and intersession feeding program during summer educational program and beyond to benefit children of the District.
- Consults with principals of schools and program directors regarding CNS needs and promotes students' use of the cafeteria.

- Coordinates organization of special functions, such as special dinners and banquets, and after-hours utilization of child nutrition service facilities and catering.
- Coordinates district-wide catering requests
- Operates a computer and modern software to develop, direct, and maintain a computerized Child Nutrition Services program.
- Performs other related duties and responsibilities as required.
- Trains and monitors the training of all nutrition services employees to ensure an exceptional food service program.

KNOWLEDGE OF:

- Compliance with all federal and state local education agency meal program requirements.
- Pertinent food service sanitation, health, and safety regulations.
- Child Nutrition laws and regulations.
- Laws, codes, regulations, policies, and procedures related to nutrition services.
- Principles and practices of administration, supervision, and training.
- School meal service implementation, delivery and programs.
- Interpersonal skills using tact, patience, and courtesy.
- Kitchen planning and large food service equipment.

ABILITIES

- Ability to exemplify leadership skills.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze operational problems and to recommend and implement continuous program improvements.
- Ability to establish and maintain effective working relationships with staff, parents, pupils, and vendors.
- Ability to work in partnership and collaboratively with the Superintendent, Cabinet, and management team.
- Ability to apply knowledge of current issues and trends in education.
- Ability to meet schedules and timelines.
- Ability to meet deadlines.
- Ability to work flexibly to independently work with others in a wide variety of circumstances.
- Ability to plan and organize work.
- Ability to provide direction to others and make independent judgments.
- Ability to communicate with individuals of varied cultural and educational backgrounds.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Possession of a valid California driver's license and availability of a private automobile
- Food Service Manager Training Certificate
- Ten (10) years of school nutrition program experience with increasing levels of responsibilities, including district-level experience.

DESIRED QUALIFICATIONS:

- Possession of a bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and one (1) year of school food service experience;
OR
- Bachelor's degree in any academic major AND at least 2 years of relevant school nutrition program experience.
OR
- Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field,
AND
at least 2 years of relevant school nutrition program experience.
- Bilingual and Biliterate (English/Spanish)
- Four years or more of supervisory or management experience at the district-level

WORKING CONDITIONS

Indoor and outdoor district, school and out of district settings which can include office and outdoor interactions Meetings throughout the district and at the county. Ability to travel and work at multiple school and district locations.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files, lifting light objects. Ability to work in numerous and various school and district facility settings daily.