

Savannah-Chatham County Public School System

Coordinator, District School Nutrition Program (4160)

JOB POSTING

Job Details

Posting ID

4160

Title

Coordinator, District School Nutrition Program

Description

PRIMARY FUNCTION: This position is responsible ensuring school cafeterias follow proper procedures and regulations related to the ordering, receiving, storing, handling, preparation, and serving of food; supervising district nutrition services and activities in assigned schools to ensure efficient and effective operations; overseeing assigned personnel; providing information to the Director of School Nutrition and others; and assisting cafeteria managers with staff training and supervision and employee discipline.

REPORTS TO: Director, School Nutrition Program

SALARY SCHEDULE: Teacher

WORK DAYS: 229

REQUIREMENTS:

1. Education Level:

- Bachelor's degree from an accredited college or university in food and nutrition, culinary arts, hospitality management, education or related field from a GaPSC-accepted accredited institution
- Master's Degree required within 3 years from date of employment.

Preferred: Master's Degree from an accredited college or university in food and nutrition, culinary arts, hospitality management, education or related field.

2. Experience, Skill, and Certification:

- Eligible for Georgia Professional Standards Commission School Nutrition Director (P-12) BS or S Certificate, minimum Level 4 at date of hire; must obtain a clear renewable School Nutrition Director (P-12) Certificate, Level 5 within 3 years from date of employment; certification OR
- Eligible for Induction Certificate in the field of School Nutrition Director (GaPSC Rule 505-2-.04)

(i) Be accepted into a GaPSC-approved School Nutrition Director certification preparation program or,

(ii) If no program is available, receive a GaPSC evaluation of prescribed School Nutrition Director certification course work

- At least 1 year of management experience in a school nutrition program or nutrition program for a childcare or an adult facility -OR- as manager of a large restaurant operation -OR- as an administrative dietitian in a large hospital or similar facility
- Knowledge of Microsoft Office Computer Software and office equipment
- Demonstrable oral and written communication skills
- ServSafe Certified or ability to obtain within 3 months from date of employment

Preferred:

- Registered Dietitian (R.D.) and/or Licensed Dietitian (L.D.)
- Experience with Hazard Analysis Critical Control Point (HACCP) food safety program
- Experience developing procedures and delivering training

DUTIES AND RESPONSIBILITIES:

1. Assists the School Nutrition Director in planning, developing, and implementing the school nutrition program according to federal, state, and local guidelines.
 2. Ensures the effectiveness of SNP operations by monitoring, training, coaching managers and staff at assigned locations.
 3. Provides technical assistance to SNP managers in maintaining accurate records, preparing reports, and following policy and procedures.
 4. Ensures compliance with all Hazard Analysis Critical Control Points (HACCP) and Standard Operating Procedures (SOP).
 5. Conducts administrative audits, budgetary and operational reviews, inventory audits and other procedural reviews and assist manager with corrective action. Also monitors and audits menus, production records, and student participation.
 6. Assists in preparing formal bids for food, equipment, and supplies; assists in evaluating food products for bid awards.
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1. Assists in planning and implementing in-service training programs for school nutrition employees and teaching Training in Depth (TID) courses as outlined by the Georgia Department of Education.
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8. Maintains positive working relationships with school administrators, staff, students and parents.
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1. Assigns staffing for schools using the SNP's meals per labor hour guidelines.
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10. Participates in the hiring process and completion of annual performance evaluations with principal.
 11. Assists managers in marketing the school nutrition program.
 12. Participation in related community events that occur during and after regular business hours.
 13. Participation in professional organization and continuing education in school nutrition to gain knowledge beneficial to the continued progress of the SNP program.
 14. Performs other duties as necessary for the effectiveness of the organization.

TERMS OF EMPLOYMENT

Incumbents will receive an annual contract. The work calendar will be 229 days. Salary will be determined based on level of certification and allowable experience. Exempt.

NON-ESSENTIAL RESPONSIBILITIES

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

Certain limited aspects of General Duties and Responsibilities items referenced in Section 1 (b) and (d) might be considered "non-essential" in a specific situation. Any request for accommodation must be reviewed on an "individual case" basis.

PHYSICAL AND SENSORY DEMANDS

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. The category applicable for this position is listed below.

[**X**] **OFFICE** Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS

☒ Heavy lifting of up to 50 pounds
☐ Frequent climbing up to __ feet, and/or working on building roofs.
☐ Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
☐ Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
☒ Sitting or standing for extended periods with no control over rest periods.
☒ Other: Generally, the job requires 40% sitting (for lunch and/or staffing meetings and/or for required training in a classroom setting), 30% walking and 30% standing. The job is performed under with some temperature extremes and some hazardous conditions. Required to have a current reliable contact telephone number and reliable transportation.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$56,797.00 to \$110,894.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Certified-District
<i>External Job Application</i>	Certified Application	<i>Internal Job Application</i>	Certified Application
<i>Location</i>	SCHOOL FOOD AND NUTRITION PROG	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Bachelors Degree		

Job Application Timeframes

<i>Internal Start Date</i>	05/04/2023	<i>General Start Date</i>	05/04/2023
<i>Internal End Date</i>	05/18/2023	<i>General End Date</i>	05/18/2023

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	Telephone Reference Check
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