



PERSONNEL COMMISSION

Class Code: 5063
Salary Range: 35 (M2)

NUTRITION SERVICES OPERATIONS COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare or direct the maintenance of a variety of complex federal, State and District reports and records; research, analyze and compile necessary information and data; prepare documentation for periodic federal and State audits as directed; maintain files related to assigned activities. **E**
- Perform special projects and prepare related forms and reports on behalf of Branch administration; attend to administrative details on special matters as assigned. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide technical expertise, information and assistance to Branch administration regarding nutrition service operations; assist in the formulation and development of programs and policies to assure an economical, safe and efficient work environment; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Research past trends and forecast future use of food, commodities and supplies; prepare purchase orders for commodities, food, and supplies; maintain inventory of USDA commodities and usage. **E**
- Provide assistance with menu development, monitoring and allocation of commodities and the purchase of food and supplies to meet menu requirements; determine viability of potential items based upon shelf life and supply chain constraints. **E**
- Assure proper inventory levels are maintained with limited waste; identify and monitor limited shelf life items. **E**
- Provide assistance with and monitor food ordering computerized systems. **E**

- Oversee and direct student meal access to the Child Nutrition Programs in accordance with applicable laws and regulations including free and reduced meal applications, certification, benefit issuance and verification. *E*
- Prepare and distribute documents regarding student meal access to the Child Nutrition Programs to stakeholders; respond to inquiries regarding student meal access. *E*
- Oversee the distribution and timely completion of performance evaluations for Nutrition Services employees; assist managers and supervisors with a variety of personnel issues including documentation of work, preparation of performance evaluations and disciplinary actions. *E*
- Monitor and oversee the interviewing, hiring, training and assignments of substitute and permanent Nutrition Services staff; serve as a liaison with Human Resource Services and Personnel Commission staff regarding the hiring process, evaluations and disciplinary issues. *E*
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Attend and participate in a variety of meetings, conferences and inservice trainings; prepare and deliver presentations to individuals or groups concerning Nutrition Services operations, policies, procedures and activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to travel to various sites to conduct work. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Nutrition Services Operations Coordinator classification plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the Nutrition Services program and are assigned a variety of special projects.

EMPLOYMENT STANDARDS

Knowledge of:

Research methods and report writing techniques.
General techniques and methodologies of project management.
Statistical record-keeping techniques.
Oral and written communication skills.
Health and safety regulations.
Inventory methods and practices.
Public speaking techniques.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

Ability to:

Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators.
Train, supervise and evaluate the performance of assigned staff.
Assure District personnel policies and procedures are followed.
Research, compile and analyze data.
Learn and apply rules and regulations of the National School Lunch Program.
Prepare comprehensive narrative and statistical reports.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Learn space utilization and inventory control methods and practices relating to food items.
Learn and apply methodology used in menu planning and procurement of food, commodities and related supplies for the Child Nutrition Programs.
Learn specialized computer programs related to the Child Nutrition Programs.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Operate a computer and assigned office equipment.
Make mathematical computations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Maintain records and files.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Experience:

Two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004
Revised: 3/29/2012
Revised: 10/17/2013
Revised: 2/4/2016
Revised: 2/27/2016