

JOB TITLE
COORDINATOR
NUTRITION INITIATIVES¹

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR SCHOOL AND
COMMUNITY NUTRITION
SERVICES

SALARY SCHEDULE & GRADE
I I, GRADE 7

LENGTH OF WORK YEAR
260 DAYS

DATE
AUGUST 27, 2007

SCOPE OF RESPONSIBILITIES

Monitors administration of nutrition services programs in school and implements food service nutrition education/awareness efforts in cooperation with JCPS instructional units.

PERFORMANCE RESPONSIBILITIES

1. Coordinates the district's school food service public relations program in the education and general community by promoting interaction with parents, students, educators, community and business organizations, allied health groups and media in professional growth programs and in-school assistance.
2. Designs and develops nutrition education projects with federal, state and local training personnel to enhance the school food service program for expanded student nutritional understanding.
3. Identifies merchandising resources that interpret nutritional standards from federal, state and district policies.
4. Promotes nutrition programs, education and services in a nutrition learning laboratory for student, parent, and community involvement.
5. Seeks and administers grants related to wellness, food safety, food security and child nutrition.
6. Functions as resource for interpretation and dissemination of federal policy, state law and JCPS policy related to food, nutrition and wellness in the school environment.
7. Monitors, interprets and takes appropriate corrective action on sanitation and safety practices in all schools as it related to Hazard Analysis and Critical Control Points.
8. Performs other duties as assigned by the Director School and Community Nutrition Services.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in education and/or food management
2. Three (3) years successful instructional or management experience

DESIRABLE QUALIFICATIONS

1. Experience in nutrition education programs
2. Knowledge of institutional food service operations
3. Knowledge of district programs and procedures

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¹ This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.