

NUTRITIONAL/TRAINING COORDINATOR

GENERAL RESPONSIBILITIES

Oversee the planning and development of menus, including the nutrient analysis of menu items. Plan and coordinate all training and in-service programs for food services including Nutrition education for students and the community.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Facilitate the Menu Planning Committee Meeting(s) then updates the 6-week cycle menu.
- Obtain input from staff and analyzes the menu to ensure that it meets federal guidelines.
- Proofread and provide the necessary information to prepare the monthly menus for print.
- Collect nutrient information and provides nutrient analysis for the various menu items.
- Provide information on the food production records to assist the cafeteria manager with the planning and production of meals.
- Conduct new employee orientation and Food Handlers Classes weekly; conduct sanitation classes for students on an as needed basis.
- Conduct needs assessment of training; coordinate and provide training sessions; maintain records of training activities.
- Facilitate the Manager Training Course (prepare and run off all materials/handouts) and teach portions of the classes.
- Coordinate the on-the-job training of dietetic students, interns and others in cooperation with vocational training centers, local colleges and the health department.
- Coordinate all cafeteria promotions.
- Provide Nutrition information/Classes for students, staff and the community (both oral and written). Contribute information to, type and edits the Food Services Newsletter and provides information and pictures for the Food Services Communications Book.
- Contribute to the manager's meeting agendas and type the agenda outline.
- Answer questions on phone and takes care of phone requests from cafeteria managers and the general public.
- Consolidate information and pictures for the Food Service Newsletter and Food Service Communications Book.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, procedures and regulations relating to school food service; thorough knowledge of food quality and values, and of nutritional and economical substitutions within food groups; thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities; thorough knowledge of budgeting and accounting practices and procedures; thorough knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning and care of utensils, equipment and work areas; ability to plan and supervise the work of subordinate employees as assigned; ability to prepare reports; ability to establish and maintain effective working relationships with school officials, school staff and associates.

EDUCATION AND EXPERIENCE

Bachelor's Degree in nutrition with emphasis in food service management and dietetics. Registered Dietitian preferred. Experience in school food services and/or institutional food service management; and in developing and providing training programs.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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