

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>FOOD AND NUTRITION SERVICES (FNS) NUTRITION/WELLNESS COORDINATOR</b>
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**Required Qualifications:**

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management, business, or a related field
- Three (3) years of experience in commercial or non-commercial food service or nutrition.
- Registered Dietitian credentialed with the Commission of Dietetic Registration or RD eligible.
- Valid Food Safety Certificate.
- Must possess a valid Florida driver's license.

**Desired Qualifications:**

- Master's Degree in related field.
- Licensed Dietitian with the State of Florida
- School Nutrition Specialist credentialed with the School Nutrition Association.
- School Nutrition Association active membership.
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Knowledge of School Nutrition Association certification policies and procedures.
- Experience with K-12 distribution operations.
- Experience with food procurement and processing of USDA Foods.
- Experience in a managerial/or supervisory capacity.

**Performance Responsibilities:**

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
- Monitor and update the department's HACCP-based food safety and sanitation program to meet federal, state and local regulations.
- Develop food quality standards to assist staff in evaluating menu items prior to ~~service,~~ ~~and service and~~ establish and communicate quality customer service standards to staff.
- Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.

- Assist with the development, revision, and implementation of FNS standard operating procedures.
- Plan and monitor activities related to the Summer Feeding Program as they relate to the development of summer menus. Coordinate forecasting, menu analysis paper products. Work with Operation Specialist on the coordination of summer sites.
- Plan, organize, and manage activities related to menu planning, food procurement, product testing, product holds and/or recalls, and utilization of USDA commodities; and supervise, evaluate, train, and delegate work to appropriate staff.
- Coordinate the implementation of food service automation for nutritional analysis, inventory control and menu costing.
- Ensure all meals and a la cart foods offered to students comply with federal standards and requirements.
- Work with medical authorities and school food service personnel to provide student menus in compliance with documented dietary restrictions.
- Coordinate District Wellness Policy and work with related community programs.
- Coordinate menus, supplies, and staffing related to emergency shelters feeding.
- Assist with FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- Assist in the oversight of the management internship and leadership development for all FNS personnel.
- Responsible for the oversight and precepting of dietetic interns.
- Assist with the training and professional development of all FNS staff.
- Assist Operation Specialists in developing and monitoring annual development plans, including long and short-term goals for FNS Managers.
- Educate parents and teachers about the Food and Nutrition Program.
- Assist with guest speakers regarding information on nutrition, training and/or staff development topics.
- Recommend annual budgetary items for food, paper, and equipment.
- Prepare and/or assist with department and school based FNS program grant applications and assist with related budget administration.
- Assist in the development and implementation of quality assurance processes and FNS site reviews for all schools.
- Assist in the participation of school health fairs and other events as they relate to nutrition and wellness.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast, lunch, snack, and supper programs.
- Assist in the design and implementation of nutrition education materials.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees and evaluating performance.
- Perform other duties as assigned.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force

frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the ~~Assistant~~ Director of Food and Nutrition Services and/or designee.

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**Evaluations:**

Annual evaluation done by the ~~Assistant~~ Director of Food and Nutrition Services and/or designee.

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

**Job Code:**

76008

Board Approved: