

## **Nutrition Services Coordinator**

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**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITY:** To coordinate the efficient and effective operation of the district's Nutrition Services Program and to provide students with nutritious meals and snacks in a sanitary and friendly environment.

**DUTIES:**

1. Processes and approves direct certification for students' families who receive benefits from social insurance. Distributes, processes, and approves family applications for free and reduced meals in accordance with federal regulations. Updates meal status as changes occur and maintains documentation of the district percentages of free and reduced students.
2. Processes yearly verification of income for free and reduced applications as mandated by federal regulations.
3. Establishes standard operating procedures for nutrition services in compliance with federal and state regulations and board policies.
4. Selects, trains, supervises, and evaluates all employees in accordance with the Board of Education policies and procedures. Seeks input from the building principals when appropriate.
5. Attends state and regional training to remain informed on current regulations, policies, and best practices. Maintains certifications as required by federal and state regulations.
6. Provides and tracks professional development for employees as required by federal and state regulations.
7. Authorizes monthly Nutrition Services documentation: signs time cards and leave forms.
8. Attends monthly administrative staff meetings and all other district meetings or training as required. Advises administrative team of program highlights and changes.

**Nutrition Services Coordinator (Continued)**

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9. Makes recommendations to the Superintendent for changes in meal and milk prices. Changes a la carte prices to reflect fluctuations in the price of purchased food.
10. Orders commodity foods and schedules distribution to individual school cafeterias. Tracks commodity foods to ensure receipt from USDA of our planned assistance level.
11. Reviews monthly inventories to ensure efficient use of foods and supplies.
12. Prepares specifications and bid conditions for food, supplies, and equipment as required by federal and state regulations and district board policy. Recommends the acceptance of the lowest price and/or best product to the Superintendent as needed. Monitors all school cafeteria inventories for purchased food, supplies, and equipment. Supervises orders for food, supplies, small and large equipment.
13. Solicits bids for equipment service, repairs, and yearly preventive maintenance. Tracks equipment depreciation, service, repairs, and maintenance. Requests fixed asset tag for all new equipment.
14. Updates and maintains standardized recipes. Maintains a nutrient analysis of all products used in meal and snack service. Performs nutrient analysis of menus and provides access to the analysis through the district website and/or posting in the school kitchens.
15. Coordinates district menu planning with cafeteria managers. Develops student-friendly menus to meet dietary guidelines and federal regulations. Distributes menus to cafeteria managers, schools, and posts them on the district's website.
16. Maintains records that reflect student and adult participation by meal type and category, school, and district.
17. Prepares an annual budget. Develops and administers accurate accounting procedures for controlling costs of food, labor, supplies, and equipment. Submits financial reports as requested to the Superintendent, Board of Education, state, and national authorities.
18. Consolidates purchase orders for all schools, verifies expenses with monthly statement, prints standard invoices and submits bills to Central Office for payment.

**Nutrition Services Coordinator (Continued)**

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19. Consolidates and submits monthly financial and statistical reports to the district's Director of Finance and the Department of Education. Participates in the annual district financial audit, program review by Department of Agriculture, and program audit by Nutrition and Health Services.
20. Coordinates a nutrition education plan to include nutrition services staff, teachers, students and parents.
21. Establishes and maintains high standards of sanitation and safety in all phases of the Nutrition Services Program.
22. Maintains an open line of communication with all district staff and students to promote the objectives of the Nutrition Services Program.
23. Perform other duties as assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 27, 2009

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

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