

## **JOB DESCRIPTION FOR: Nutrition Services Assistant Coordinator**

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**REPORTS TO:** Nutrition Services Coordinator

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

**GENERAL RESPONSIBILITY:** To assist the Nutrition Services Coordinator in the efficient and effective operation of the district's nutrition services program.

**DUTIES:**

1. Carries out the duties of the Nutrition Services Coordinator in his/her absence.
2. Attends local, regional and state food service trainings as required by Nutrition Services Coordinator Assists in training Nutrition Services team members.
3. Is responsible for yearly parent and student meal evaluations.
4. Assists with processing free and reduced applications, verification and food bids.
5. Continually monitors the acceptance of new menu items. Reviews operational procedures in each school's Nutrition Service area and makes suggestions to improve preparation methods, recipes, and serving techniques.
6. Based on staffing needs, the Nutrition Services Assistant Coordinator may also work as a Nutrition Services Manager or other member of the nutrition service team.
7. Performs other duties as assigned by the Nutrition Services Coordinator.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 27, 2009

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Page 1 of 1