

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6569  
Pay Grade: E04

FLSA: Exempt  
PTS

**AREA COORDINATOR, FOOD AND NUTRITION**

**REPORTS TO:**

Assistant Director, Food and Nutrition

**SUPERVISES:**

Walter Pownall Service Center-based Food and Nutrition Manager  
Food and Nutrition Specialist  
Food and Nutrition Assistant  
School-based Food and Nutrition Manager and Staff  
Food and Nutrition Summer Staff

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Food and Nutrition, Institutional Food Management, or a related area. Three (3) years of related experience to include two (2) years' experience supervising or coordinating food service personnel OR an associate's degree from an accredited college or university in Food and Nutrition, Institutional Food Management or a related area, plus demonstrated completion of Food Service Industry-related management training. Five (5) years of related experience to include three (3) years' experience supervising or coordinating food service personnel.

**MAJOR FUNCTION**

To oversee, coordinate and evaluate all phases of the food service operation in assigned schools/locations for compliance with all federal, state and local regulations.

**ESSENTIAL RESPONSIBILITIES**

- Provides leadership and resources to district, departments, school administrators and school-based food services staff.
- Provides direction to ensure nutritional, financial and regulatory accountability is maintained in assigned schools.
- Monitors financial management of assigned schools; recommends cost-control measures.
- Applies strategies to ensure high standards for quality food production, food services, safety and sanitation.
- Applies strategies for building a cohesive school nutrition team (communications, teambuilding, conflict resolution, and problem-solving).
- Oversees school-based staffing, including hiring, training, promotion and discipline in compliance with district policy and labor law.
- Conducts annual appraisals for Food and Nutrition Managers and other assigned staff.
- Conducts annual onsite reviews and follow-up reviews as scheduled/required.
- Plans, presents and attends professional development programs for school nutrition staff.
- Participates in professional development/training and maintains the hours required by USDA for professional standards.
- Performs other related duties as assigned.

**AREA COORDINATOR, FOOD AND NUTRITION**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21

**AREA COORDINATOR, FOOD AND NUTRITION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Area Coordinator, Food and Nutrition - PTS