



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6568
Pay Grade: E04

FLSA: Exempt
PTS

COORDINATOR, FOOD AND NUTRITION FACILITIES AND EQUIPMENT

REPORTS TO:

Director, Food and Nutrition

SUPERVISES:

Project Coordinator

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Management, Business, or related field; OR associates degree with 8 years relevant experience; OR an equivalent combination of education, training and related experience. Possession of a valid state of Florida Class "E" noncommercial driver's license. Five (5) years of related professional experience to include two (2) years' experience in supervisory or coordinator capacity in facility or construction trades in an educational or government setting.

PREFERRED:

Bachelor's degree from an accredited college or university in Food and Nutrition, Hotel and Restaurant Management or related area.

MAJOR FUNCTION

Performs managerial, professional and technical duties in budgeting, planning, coordinating and monitoring all functions directly related to facilities and equipment for the Food and Nutrition Department.

ESSENTIAL RESPONSIBILITIES

- Serves as liaison between Food and Nutrition, facilities and planning, maintenance and architects.
- Manages assigned personnel related to Food and Nutrition construction, renovation and/or remodeling projects.
- Remains current in the design, construction and commercial food service industries as related to educational/institutional facilities.
- Establishes budget for Food and Nutrition equipment purchases and repairs and for facility renovations and remodels.
- Maintains all documents and records associated with food and nutrition construction within PCS facilities.
- Coordinates and monitors all facility and equipment projects for Food and Nutrition, including scheduling, contractor performance and results. Defines specifications for and prepares all bids related to Food and Nutrition equipment, service contracts and chemical products.
- Represents Food and Nutrition in facility and operations projects.
- Contributes to Pinellas County Schools' five (5) year plan.
- Seeks opportunities to stay current of industry trends, environmental concepts, future developments, national, state and local educational facilities regulations, food codes and other mandates.
- Participates in professional development/training and maintains the hours required by USDA for professional standards.
- Performs other related duties as assigned.

COORDINATOR, FOOD AND NUTRITION FACILITIES & EQUIPMENT

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

COORDINATOR, FOOD AND NUTRITION FACILITIES & EQUIPMENT

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	

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