



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8602
Pay Grade: E06

FLSA: Exempt
PTS

COORDINATOR, FOOD AND NUTRITION TRAINING
REPORTS TO: Assistant Director, Food and Nutrition
SUPERVISES: Food and Nutrition Quality Assurance Manager Food and Nutrition Manager Intern
QUALIFICATIONS: Bachelor's degree from an accredited college or university in Food and Nutrition, Hotel and Restaurant Management or related area. Five (5) years of related professional experience to include two (2) years' experience in supervising food and nutrition personnel. Demonstrated experience planning and delivering training, preferably to adults.
PREFERRED: Master's degree from an accredited college or university with emphasis in Food and Nutrition, Hotel and Restaurant Management or Food Systems.
MAJOR FUNCTION
Performs supervisory work in budgeting, planning, executing and monitoring professional development and training within the Food and Nutrition Department.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Responsible for Food and Nutrition training programs, including the Manager Intern program. • Facilitates training and professional development programs. • Maintains Food and Nutrition Master In service Plan. • Oversees the Food and Nutrition Quality Assurance program. Maximizes opportunities to provide training and development to Food and Nutrition personnel. • Develops training programs, lessons and materials. • Recommends annual budgetary items for training. • Coordinates operations of Food and Nutrition department with management team. • Maintains Food and Nutrition Procedure Manual. • Prepares school-based personnel for departmental audits. • Assists area coordinators with operational issues. • Supervises, evaluates, trains and delegates work to assigned staff. • Participates in professional development/training and maintains the hours required by USDA for professional standards. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>

HISTORY OF JOB CLASSIFICATION

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

COORDINATOR, FOOD AND NUTRITION TRAINING

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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