

NUTRITION SERVICES COORDINATOR

Approved: February 2024

FLSA: Non-exempt

Unit: AFSCME



Definition
Under general supervision, coordinates the City's nutrition program, including daily operations of the senior center lunch program, and assists in the planning, organizing, coordination and administration of community nutrition programs. Assigned program areas may include, but are not limited to: senior center lunch program; advice and support to school-age and preschool child care nutrition programs and community and special events; support for related administration and grants management pertaining to nutrition services. Identifies resources needed for program development and implementation; supervises and trains support staff; assists in the evaluation and implementation of current and new program services; and performs related work as required.
Supervision received and exercised
Receives general supervision from assigned supervisory or management staff. Exercises direct supervision over assigned staff, contractors and volunteers.
Class characteristics
The Nutrition Services Coordinator classification is responsible for the coordination of all aspects of the City's nutrition program, including daily operations of the senior center lunch program, in accordance with applicable local, state, and federal standards for services to older adults and children. Work is performed at a variety of public facility sites, including senior and child care centers, and other sites. Performance of the work requires the use of limited independence, initiative and discretion within established guidelines. This class is distinguished from the library and community services supervisor in that the latter is a full supervisory class that has broader responsibilities for a wider range of programs.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• Coordinates all aspects of the senior center daily lunch program including food service management, food preparation, menu planning, kitchen sanitation, inventory management, operational efficiency and cost control, collection of nutritional data, regulatory compliance and grant administration, and the day-to-day activities at assigned facilities.• Provides nutrition advice and support to school-age and preschool child care nutrition programs; community and special events; related administration and grants management pertaining to nutrition services.• Works effectively with various government agencies on regulations, training, and education surrounding food safety, nutrition, and other guidelines.• Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for program implementation; ensures staff are properly trained in program operations; evaluates employee performance, counsels employees and recommends initial disciplinary action; assists in selection and promotion.• Trains staff on safety and maintenance for equipment used. May also provide training on techniques required for proper job performance and/or student instruction.• Ensures the provision of a safe and healthy work environment; trains staff in safety measures; observes program activities and staff compliance with safety requirements.• May register participants, schedule activities and/or provide training, orientation and guidance to program participants.• Evaluates effectiveness of assigned programs; conducts surveys to identify participant satisfaction with assigned program; evaluates results and makes recommendations on program changes; researches new program ideas to meet the needs of the community.• Determines and recommends equipment, materials, and staffing needs for program implementation; monitors program and staff time expenditures to ensure they are compliant with the budget provided; works with supervisor if additional resources are needed.• Receives and responds to public inquiries about programs and services; promotes public awareness of available recreation services; assists the public in program registration; ensures excellent customer service is provided to the public.• Assists in program marketing and communication in coordination with other City personnel.• Coordinates, collaborates, and acts as program representative with other departments, agencies and external organizations in program and event planning and implementation.• Assesses the condition of assigned facility and equipment, coordinates and/or schedules routine maintenance; ensures participant safety and requests and monitors maintenance work projects for assigned facilities;

monitors and controls supplies and equipment; orders supplies and materials as necessary.

- Reviews and evaluates the condition of sports fields and other facilities to ensure that conditions are optimal for safe recreation activities.
- Plans program content on a monthly/periodic basis; prepares regular calendar and reviews with supervisor; prepares and maintains program and event schedules.
- Administers assigned programs in accordance with relevant City, state and federal requirements.
- Establishes and maintains records of activities in areas of responsibility.
- Provides administrative support, such as conducting research, performing special projects, developing reports, assembling materials, composing documents, proofreading, filing, retrieving information, updating databases or compiling statistics.
- May process payments, prepare purchase orders, deposit funds or process invoices, credit card statements, work orders and timesheets.
- Performs other duties as assigned.

Qualifications

Knowledge of

- Principles and practices of safe, efficient, nutritious, institutional food preparation and food service.
- Nutritional values of various foods; healthy dietary combinations; the effects and interactions of dietary choices on health and wellness, food allergies, chronic diseases and their treatments.
- Mathematical calculations and measurements related to food purchasing, inventory management, fiscal accountability, expense and revenue tracking, program budget development and coordination.
- Institutional kitchen sanitation and methods of cleaning; care of kitchen equipment; kitchen and food service safety practices; health codes and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Philosophy, principles and practices of senior/older adult program development and implementation.
- Methods and techniques for planning, implementing, and maintaining a variety of nutritional programs, services and educational programs for a diverse community.
- Resources available within the community for program implementation.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles and practices of effective customer service.
- Methods and techniques of communicating program activities through a variety of communication channels.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques of developing and implementing safe work and play practices.
- Principles and procedures of record keeping and report preparation.
- Modern office practices and methods including computer equipment and software programs relevant to the work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students of various ages and socio-economic groups, vendors, contractors and City staff.

Ability to

- Plan and organize menus and prepare and serve nutritious food in large quantities.
- Manage kitchen operations to meet a fixed preparation and serving schedule.
- Calculate ingredients and prepare required food quantities with minimum waste.
- Follow safety practices, sanitation requirements and health code rules.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors and volunteers.
- Evaluate program effectiveness and recommend changes.
- Source the equipment and materials needed to implement assigned programs.
- Safely operate institution-grade kitchen equipment, kitchenware and related tools including, but not limited to: oven, grill, braising pan, convection steamer, steam table, coffee makers, refrigerator/freezer, dishwashing machine, knives, scissors, and various manual and electric kitchen tools.
- Develop, implement, and maintain safe work practices at all times.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and

- justification for solutions.
- Effectively monitor program budget and expenditures.
- Foster a team environment with program staff.
- Prepare clear and concise reports, correspondence and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively communicate, both verbally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to associate degree from an accredited two-year college or university with major coursework in hospitality management, culinary arts, institutional food preparation management, or a closely related field; or, equivalent to Certificate in Culinary Arts from an accredited culinary school.
- One year experience in institutional food preparation management or related experience.
- Additional experience and training in institutional food preparation, community center use, nutrition, menu planning, and food preparation is desirable.

Licenses and certifications

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of or ability to obtain and maintain by the end of probationary period: First Aid and CPR certification, and California State certification in food safety (equivalent to the ServSafe Certificate).

Physical demands

Must possess mobility to work in a busy institutional kitchen setting; to safely operate kitchen equipment and tools; to correctly use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Program assignments may be inside or outside, and may require extended walking or standing to observe program activities. Finger dexterity is needed to operate kitchen and tools; to access, enter, and retrieve data using a computer keyboard or calculator; and to operate standard office equipment.

Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties; the need to lift, carry and push tools, equipment and supplies weighing on average 25 pounds, and on a more infrequent basis 60 pounds is also required, in all cases with the use of proper equipment; some positions may be required to swim for long periods of time, stand for prolonged periods, or provide spotting for physical activities like advanced gymnastic skills.

Environmental elements

Employees work in a busy kitchen environment with moderately loud noise levels, varying temperature conditions, occasional exposure to wet and/or humid conditions and hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.