

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE		DEPARTMENT/SECTION	SUPERVISOR
Nutrition Coordinator		Food Service	Food Service Director
JOB SUMMARY: Assists the Food Service Director with planning, organizing, supervising, evaluating and in assuring compliance with local, state and federal laws/regulations in the operation of the district Child Nutrition Programs.			
QUALIFICATIONS: Two (2) years post-secondary education is required with major field of study or degree emphasis in Nutrition, Dietetics or Hospitality Management, completion of School Nutrition Association Certification Level 3, and State of Minnesota Food Manager Certification. Must possess a valid driver’s license. Must possess knowledge of relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements, food and health requirements as governed by federal and state laws and regulations, nutritional guidelines, recordkeeping, reporting and administrative requirement involved in managing programs/services and administrative policies and procedures of the district. Must be proficient in Microsoft Office Suite. Must possess strong organizational skills, written and verbal communication skills, and have the ability to work with diverse groups of people.			
TASK NO.	DESCRIPTION WORK YEAR: 200 days	FREQUENCY	
1	Assist in recruiting, hiring, training, supervising and evaluating food service personnel. Supervising employee recognition, discipline and dismissal.	30%	
2	Manage menu planning and nutritional software program, and provide nutritional information and reports to appropriate parties.	30%	
3	Assist in coordination of special dietary needs process/procedures and prepare special diet menus. Provide related information to appropriate parties.	20%	
4	Develop, update and maintain standard operating procedures/processes (including HAACP) and monitor compliance for local, state and federal regulations.	10%	
5	Coordinate research and testing of new products with students and staff. Provide assistance to the Director of Food Service to research new menu and ala carte items within nutritional and cost guidelines. Perform other duties of a comparable level/type as required.	5%	
6	Attend meetings, workshops and training sessions as directed by supervisor.	3%	
7	Perform other duties as assigned.	2%	

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SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE