

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Area Coordinator  
**Prepared Date:** 8/1/2018  
**Revised Date:**  
**Work Year:** 220 days  
**Department:** Nutrition Services  
**Reports To:** Director of Nutrition Services  
**Salary Range:** Coordinator Salary Schedule  
**Benefits:** Fringe benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Area Coordinator position is responsible for employee training, supervision, and evaluation; implementation of USDA regulations, departmental and food safety practices; interviewing and hiring; monitoring of kitchen profit/loss and production levels; and overall general support of district kitchens and staff.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Any combination of education, training, and/or experience equivalent to: Bachelor's degree in Nutrition or related field, and three (3) years of nutrition services experience
- Employee must obtain ServSafe certification within 6 months of hire
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Valid Colorado Driver's License and be insurable by the District's insurance carrier
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Bachelor's Degree
- Previous experience in School Food Service Management
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge of Nutrition Services processes, procedures, practices, and policies
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment

- Intermediate skills in personnel management, budget management, conflict resolution, resource organization and planning, and information analysis
- Knowledge of federal and state laws that apply to personnel
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Supervise, train, and evaluate employees in all aspects of the kitchen positions.
- Accomplishes duties under supervision of Director of Nutrition Services.
- Understand, implement, and monitor USDA, state, local, district, and departmental regulations, policies, and procedures for the Child Nutrition Programs and other programs offered in our district.
- Provides user training for operating systems and common application suites.
- Uses positive verbal and non-verbal skills at all times when working with district personnel and community members.
- Develop, improve, and coordinate training methods for employees, and set goals with individual kitchens toward specific improvement.
- Involved in employee selection process, New Hire Orientation and permanent staffing placement at individual kitchen sites.
- Monitors and evaluates employee performance (probationary and annual evaluations)
- Review daily, weekly, and monthly reports for profit and loss, production reports and inventory levels, staffing levels (mplh), Manager weekly reports, time sheets, and summary reports.

- Conduct regular site visits to ensure sites are following the standard operating procedures.
- Responds to questions from callers; remotely assists staff and administration.
- Responsible for maintaining current knowledge of the Point of Sale, Claims & Inventory Management and ordering systems. Answers questions from NS staff related to these systems and helps to resolve issues.
- Assist with implementation of the Nutrition Services department's annual training plan and update and monitor all Standard Operating Procedures (SOP's).
- Assists with the implementation of the Nutrition Services department's Orientation and Training programs.
- Provide direct oversight over school kitchens to include employee hiring, training, performance evaluation/management, program evaluation/management and supervision of Kitchen Managers at assigned locations.
- In addition to general kitchen support duties, each Area Supervisor will be assigned areas of specialty to develop and implement. These areas may include: operating standards, safety standards, professional standards, summer foodservice program and other areas yet to be determined.
- Area Supervisors will serve on a variety of committees and task forces to assist in the management of the department.

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Director of Nutrition Services.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Sitting			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		

Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead			<b>X</b>		
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

#### **WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.