



Job Code: NAFF-2018 - FNS Coordinator  
Status: Open  
Posting Date: 06/21/2018  
Deadline Date: 07/27/2018 12:00AM  
Starting Date: TBD

Positions: Food and Nutrition Services Coordinator

Location: Administrative Service Center

Salary: Starting at \$30,893.49

Reports To: Director of Food and Nutrition Services

Qualifications:

- Bachelor's Degree preferred with emphasis on food service/hospitality management and/or nutrition/dietetics preferred.
- Accredited or eligible for Serve-Safe Certification.
- Valid driver's license.
- Minimum of seven (7) years relevant experience in high-volume commercial or non-commercial food service management.
- Experienced in food service management including quantity food preparation techniques, operation of commercial kitchen equipment and sanitation and safety practices.
- Experience in office management, delegation of tasks and work group collaboration.
- Experience in training employees in commercial food service operations and practices.
- Experience with multi-site personnel management and coordination.
- Aptitude and ability to work with word-processing, spreadsheet and cafeteria point-of sale (POS) and district technology applications. AS-400 knowledge helpful.
- Excellent communication, customer service and team building skills.
- Ability to maintain confidentiality of classified information.
- Available for occasional evening and/or early morning duties outside of typical work hours.
- Ability and aptitude to work in a dynamic environment featuring detailed work, multiple concurrent tasks, intensive deadlines, interruptions and interaction with a variety of customers and colleagues.

Description:

The Food and Nutrition Coordinator shall be directly responsible to the Director of Food and Nutrition Services. The Coordinator shall have the primary responsibility for assisting the Food & Nutrition Services Director in the operation of K-12 food service program serving 1.6 million meals annually at thirty-eight locations, in accordance with all local, state and federal program requirements and regulations.

- Supervise three office staff and 125 food service staff members.
- Work collaboratively with building administrators, maintenance and warehouse staff, food service staff, parents/customers and vendors.
- Conduct periodic site visits and evaluations.
- Lead contact for all kitchen staff, warehouse, building-level and customer inquiries and concerns.
- Interview, screen and recommend the appointment of all food service staff and substitute employees.
- Provide new employee orientation and monitor probation and training of school district and contracted employees.
- Assist in maintaining daily staffing levels and placement of substitutes at all locations to assure smooth operation and high-quality customer service.
- Supervise and assist in daily and bi-monthly attendance and payroll functions and adjustments.
- Assist in processing of Free and Reduced Meal applications.

- Assist in product evaluation and the development of bid specifications for all food, non-food and federal commodity program products.
- Manage federal commodity food entitlement to maximize value, quality and efficient use of federal funding.
- Lead the procurement and appropriate utilization of all specified food, non-food and commodity products in accordance with local, state and federal requirements.
- Lead contact with all vendors.
- Assist with the development of all cycle and ala carte menus.
- Assist in the development of special diet student menus.
- Coordinate weekly food and non-food orders and adjustments with eleven production kitchens.
- Lead coordination and monitoring of all daily and periodic warehouse and driver routing, orders, deliveries and inventories.
- Assist in the planning, pricing and logistics of periodic catering and special events.
- Supervision of catering staff at events. Some evening and/or early morning work required outside of normal work hours.
- Assist in the external accounts payable and internal billing functions.
- Coordinate all operational activity associated with the school district's cafeteria POS (Meal Magic) system.
- Cashier training and trouble-shooting, periodic audits and adjustments as required.
- Coordinate maintenance work orders, equipment transfers and all warehouse activities associated with food services.
- Ensures excellence through equity and access for all students.
- Assume other duties as assigned.

Method:

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Applicants must apply online at <http://jobs.uticak12.org>. Please scan and upload your letter of application, resume, transcripts, credentials and letters of recommendation to your online application. Paper applications and emails will not be accepted. Posting expires when job filled. Proficiency test(s) will be required.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Utica Community Schools that no persons shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Assistant Superintendent for Human Resources at Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312 or call (586)797-1130.

**NONDISCRIMINATION:** It is the policy of the Utica Community Schools that no person on the basis of race, color, religion, nation origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination by this educational agency.