



Valparaiso Community School Corporation

POSITION AVAILABLE

Internal Applicants Only

Application Deadline: April 24, 2017

TITLE: **Field Coordinator**
LOCATION: School Nutrition Services, Valparaiso High School
REPORTS TO: Director of School Nutrition

QUALIFICATIONS:

- Culinary management experience required.
- College degree or equivalent school nutrition experience
- Training experience required.
- Nutrition background preferred.
- Proficient in Microsoft Office and familiar with point of sale software
- Knowledge of federal regulations including procurement process and meal patterns for child nutrition programs.
- Must have a valid Driver's License
- Ability to become ServSafe® certified.

SUMMARY: Primarily responsible for providing culinary, regulatory and production oversight. Responsible for development of menus, new recipes and nutrition information. Responsible for district operation of the Summer Food Service program. This is a hands on position which requires the performance of all food service duties, including food preparation, cashiering, equipment operation, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Coordinate the daily operation of food service programs.
- Create menus meeting cost and nutrition targets.
- Create production records and nutrition information for all grade groups.
- Monitor and evaluates sites for operational efficiency.
- Monitors and reviews district compliance with National School Lunch, School Breakfast and After School Snack Program Regulations.
- Survey and secure feedback from students, parents, teachers and school administrators in order to enhance program.
- As part of field reviews, assure that managers and leads follow district and county safety and sanitation procedures. Communicate the status of field activities to the Director.
- Prepare job performance evaluations for assigned personnel.
- Serve on district committees as assigned by Director.
- Plan and implement marketing events and promotions, including social media campaigns.
- Assist the Director in strategic planning and developing a long term equipment replacement plan.
- Carry out all responsibilities of the position in accordance with Board and Department policies and in compliance with USDA regulations.
- Perform classroom education as scheduled by the Director.
- Attend School Board meetings when required.
- Coordinate and supervise district Summer Food Service Program.

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