



Job Description

Title: Nutrition Coordinator	FLSA Status: Non-Exempt	Months: 12
Supervisor: Director-Child Nutrition	Supervises: N/A	Range: 23
Department: Child Nutrition	Bargaining Unit: Classified	Approved: 6/11/2026

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, lead, organize and coordinate the daily preparation, baking and distribution of large-quantity food items from the central kitchen to school sites; prepare and maintain a variety of records and reports; train, task, and guide to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, organize and coordinate the preparation and distribution of large-quantity food items from the central kitchen to school sites to meet student needs; lead, organize and coordinate food service operations including the cooking and baking of food items; oversee food service deliveries.
- Inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained and comply with safety and sanitation regulations and established policies and procedures.
- Determine appropriate quantity of food items for cooking, baking and preparation needed for remote locations; assure compliance with food quality standards including appearance and nutritional requirements.
- Determine appropriate quantity of food items for baking or cooking; assure compliance with food quality, portion control and appearance standards; mix ingredients, roll out dough and bake products according to standardized recipes to meet menu requirements and operating timelines.
- Oversee and participate in the measuring and weighing of ingredients; calculate, adjust and extend recipes; assemble, mix and prepare a variety of dough and batter; grease pans; open containers; remove wrappers and ingredients; decorate and cut baked goods as needed.
- Oversee the baking, heating, packaging and wrapping of food items according to established procedures and portion control standards; observe and assure proper quality and quantity of food served according to established procedures; assure proper temperature of foods; organize bulk food and supplies from freezers, refrigerators and storage.
- Guide assigned personnel; review work to assure accuracy, completeness and compliance with established requirements; provide input concerning employee evaluations.
- Monitor inventory levels of food items and supplies; order and maintain appropriate inventory levels of food items and supplies, store and rotate food items; date food items and check expiration dates.
- Maintain central kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned.
- Operate and maintain standard food service equipment such as slicers, ovens, steam kettles, can openers, mixers, choppers, stoves, and warmers.
- Maintain a variety of records and reports related to food items and assigned activities.
- Communicate with district staff, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; confer with vendors to procure food products.
- Operate a computer and assigned software; input data and maintain online menu information.
- Assist Central Kitchen staff with food item preparation at various work stations
- Attend and participate in a variety of meetings and in-service trainings; plan and conduct training for assigned staff.
- Design and Implement recipes for future menus
- Design and Implement special diet menus for medically accommodated students, prepare and maintain records for meal accommodations

- Design and Implement menus for Vended Schools, production records for reimbursement
- Maintain production records for all schools, collect and correct as needed for meal reimbursement
- Actively participate in USDA and CDE Audits for all Child Nutrition Programs

OTHER DUTIES:

- Perform related duties as assigned.

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 work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Proper methods, procedures and equipment used in ordering, preparation, cooking, packaging and distribution of large quantities of food.
- Methods of preparing and baking foods in large quantities.
- Methods of adjusting, converting and extending recipes and proper substitutions.
- Terminology, techniques, ingredients, equivalent measures and abbreviations used in baking.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- USDA food production guidelines, policies and procedures.
- Food preparation including washing, cutting and assembling food items and ingredients.
- Techniques involved in assembling, mixing and preparing a variety of dough and batter.
- Inventory practices and procedures.
- Oral and written communication skills.
- Principles of training and providing work guidance.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Portion control techniques.
- Storage and rotation of perishable food.
- Proper lifting techniques.
- Record-keeping techniques.

Skills/Ability to:

- Lead and participate in large-quantity baking activities in the preparation of various baked goods from scratch, frozen supplies or mix in accordance with established recipes and quality standards.
- Assemble, mix and prepare a variety of dough and batter.
- Follow, adjust and extend recipes.
- Determine appropriate quantity of food items for baking.
- Train and provide work guidance to assigned personnel.
- Operate standard kitchen equipment safely and efficiently.
- Operation of a computer and assigned software.
- Follow and assure compliance with health and sanitation requirements.
- Store and rotate food supplies in storage areas according to established procedures.
- Order and maintain appropriate inventory levels of food items and supplies.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain records and prepare reports.

Education and Experience:

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

- Graduation from high school and four years increasingly responsible food service experience including one year performing large-quantity baking or cooking activities.

Licenses, Certifications and other Requirements:

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.
- Valid ServeSafe certificate.
- Child Nutrition Coordinator must complete a minimum of ten (10) Continuing Education Units (CEUs) each year in topics related to Child Nutrition operations, food safety, nutrition standards, or other duties outlined in their job description.

WORKING CONDITIONS:

Work Environment:

- Indoor/Central Kitchen environment.
- Subject to heat from ovens.
- Subject to variable shifts and work hours.

Physical Demands:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.