



## **Job Description**

<b>Position Title:</b>	<b>Child Nutrition Coordinator</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>9</b>
<b>Department:</b>	<b>Community Solutions Center</b>
<b>Location:</b>	<b>Salem Facility</b>
<b>Supervisor:</b>	<b>Chief Impact Officer</b>
<b>Supervises:</b>	<b>None</b>
<b>Revised Date:</b>	<b>1/15/18</b>

### **Position Purpose:**

The Child Nutrition Coordinator will support the mission of Feeding America Southwest Virginia and is responsible for maintaining the proper food inventory at the Community Solutions Center, as well as menu planning and assisting with food preparation and the job training program.

The Child Nutrition Coordinator will support the mission of Feeding America Southwest Virginia and is responsible for the oversight of food inventory, ordering and delivery schedule for children's programs in the Roanoke Valley that will be receiving nutritious fresh meals. Works to ensure that all menu planning complies with federal programs and adequate food is kept in inventory to meet the program needs. This position will work closely with the Directory of Culinary Arts regarding food procurement, inventory and menu planning. In addition, s/he will work closely with the Children's Program Representative to assure that authorized sites are receiving food and work with sites on meal pick-up or delivery scheduling. Responsible for assisting the Director of Culinary Arts with the job training program including conducting assessments, interviewing and recruitment and overseeing meal product when necessary.

*To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.*

### **Position Responsibility (Expected Work):**

1. As the Child Nutrition Coordinator representing the organization, he/she will demonstrate a professional demeanor in interactions with all FASWVA staff, agencies, program representatives and government officials in providing support and ensuring compliance.
  - Keep informed and consistently practice the policies and procedures of Feeding America Southwest Virginia, Feeding America national office regarding compliance.
  - Possess knowledge of Feeding America Southwest Virginia and all programs.
  
2. The Child Nutrition Coordinator reports directly to the Chief Impact Officer/CSC and is responsible to maintain proper food inventory for the production kitchen, including ordering of food product.
  - Plan and price menu items and supplies for purchase from outside vendors with approval of the Chief Impact Officer.
  - Monitor and transfer available food from the Food Bank and order food as necessary.
  - Assure all purchasing of inventory and supplies is done in accordance with cost monitoring procedures.
  - Provide copies of all orders and invoices to necessary departments, including the VP of Programs and Finance.
  
3. Responsible for all aspects of the menu planning for the production kitchen at the CSC.
  - Create and distribute menus consistent with all federal or programmatic guidelines.
  - Assure all food is in stock for each meal preparation.
  - Provide copies of all menus to the Children's Programs Representative.

4. Responsible for assuring all CACFP and SFSP sites receive the appropriate number of meals each day.
  - Receive daily meal count estimates from site for meal preparation.
  - Schedule and arrange delivery or pick-up of all food items for each CACFP/SFSP site daily.
  - Communication with Children's Program Representative to ensure that adequate meals are prepared and delivered to each site when they are open.
  - Coordinate with the Children's Program Representative to understand each sites needs and monthly schedule of meal service.
5. Assist the Director of Culinary Arts with meal preparation and/or instruction as needed.
6. Working knowledge of all USDA requirements for meal services, including dietary guidelines and serving sizes.

**Diversity:**

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

**Other functions:**

- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the Chief Impact Officer, Senior VP of Business Affairs and the President and CEO.

**Interface: Responsible in maintaining positive relationships.**

- Maintain positive relationships with Partner Programs and other nonprofit organizations and their representatives.
- Maintain positive relationships with regulatory agencies, individual and corporate vendor contacts.
- Ensure positive relationships with volunteers for a positive volunteer experience.
- Maintain positive relationships with the public.
- Maintain positive relationships with other departments within Feeding America Southwest Virginia.

**Minimum Skills and Qualifications required to capably performing in the position.**

**Training, Education and Experience:**

- Associate's Degree or equivalent combination of education and/or two years' experience in a related field required.
- Experience in ordering food from multiple vendors while maintaining cost efficiency.

**Knowledge, Skills and Abilities:**

- Able to work independently and to handle multiple priorities under minimal supervision.
- Must be able to compile reports without supervision.
- Ability to work by timetables and complete reports by appropriate dates.
- Must be able to understand instructions and effectively demonstrate quality results.
- Position requires a high-degree of professionalism and trustworthiness.
- Demonstrated ability to work independently and meet deadlines while managing multiple tasks and changing priorities required.
- Strong interpersonal skills and ability to interact with internal and external audiences are required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Possess a wiliness to learn.
- Excellent organizational skills.
- Required attention to detail.
- Limited occasional evening and weekend work required for special events.

**Certifications:**

- Must obtain and maintain a ServSafe Manager certification within 6 weeks of employment.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

**Language Skills:**

- Must have excellent written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with all staff members.

**Mathematical Skills:**

- Ability to perform basic math functions.

**Technical/Computer Skills:**

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position.

**Other Skills and Abilities:**

- Ability to work with people of diverse backgrounds.
- Must be reliable and dependable.

**Licenses and Certificates:**

Valid Driver's License and own transportation to work required. Maintain safe driving record in driving company vehicles.

**Team Commitment:**

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

**Flexibility:**

Be willing to work overtime and mandatory days set forth by the organization on short-notice. Be willing to work flexible coverage as needed.

**Physical Demands:**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in a kitchen environment internally monitoring and inspecting food safety with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Some travel for overnight trainings is required. Routine travel to meetings, functions, and special events is normal which requires driving. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to push, pull, lift, and/or carry objects up to 30 pounds. With forklift traffic in the warehouse facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Conducts work in a fast paced and deadline driven environment.

**Work Environment:**

*Feeding America Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.*

I understand the requirements of the job.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name) (Employee Signature)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name) (Supervisor Signature)