

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

**Classified application available @ www.orcutt-schools.net
Human Resources, Documents & Calendars, Application for Employment, Application for
Classified Employment**

June 16, 2023

- POSITION:** **NUTRITION COORDINATOR (Classified Management Position)**
8.00 hours per day – 12 months per year
- SALARY:** Annual salary \$74,731 - \$88,756
- QUALIFICATIONS:** See job description
- TO APPLY:** Submit an application, resume and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** Until filled
- INTERVIEW/TESTING:** Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job-related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates"

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT POSITION DESCRIPTION

Position: Nutrition Coordinator

Range: Classified Supervisory Salary Schedule

EDUCATION AND EXPERIENCE Education and Experience:

Experience in K-12 school food service preferred, or two years of current experience working with food service personnel and finances, in a public institution or large commercial establishment.

A bachelor's degree, and a registered Dietician is required.

License Requirement: Possess a Valid California Vehicle Operator's License.

Condition of Employment: Insurability by the District liability carrier.

SUMMARY

The Nutrition Coordinator will support and assist the Department of Child Nutrition, Under the supervision of the Child Nutrition Director.

SPECIFIC RESPONSIBILITIES

1. Assists in coordinating special projects to benefit nutrition programs.
2. Assists with problem solving and in providing information for food service and office personnel.
3. Input and management of the nutritional software program, nutritional information online for families, students & nurses.
4. Assists in the marketing of all menus, recipes, program improvements, and all meal programs.
5. Assists with all meal applications and income verification forms, working with the office manager.
6. Assists in the compilation and submission of appropriate documents with the State Child Nutrition Department and the Federal U.S. Department of Agriculture.
7. Assists in selecting and interviewing new personnel.
8. Assists in training and evaluating the performance of assigned office personnel as well as personnel at school sites that take and approve applications according to Federal regulations.
9. Supervises and trains employees as needed. Assists in coordinating in-service training and all meetings for employees.
10. Provides the Director of Child Nutrition with assistance.
- 13 Participate in all both safety & wellness committee meetings.

14. Participates in all pertaining meetings, personal development, mandatory module requirements, and conferences as needed.
15. Assist with all department audits.
16. Assist in the planning, operations and management of all summer food programs.
17. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Personnel practices under California Education Code as well as District Policies and Procedures.
- Sanitation & HACCP practices related to all food handling, proper storage and food preparation.
- Federal & State law requirements governing child nutrition programs.
- Use of technology in the work setting, including excel, nutritional software, google drive, escape, Aries, power point and others as needed.
- California School Employees Association (CSEA) Contract provisions.
- Food Service positions and responsibilities.
- Computer software specifically for menu & nutritional analysis and input, budgeting, menu & recipe development and nutritional compliancy.

Ability to:

- With the direction of the Child Nutrition Director: plan, organize, coordinate and direct the work of others.
- Lift 50 pounds. Bend, squat and stand for long periods of time. Ability to lift items over head and on and off delivery vans when needed.
- Work cooperatively with those contacted in the course of work, including principals, teachers, administrators, site staff, office staff, students and vendors.