



HUMAN RESOURCES AND FOOD SERVICE COORDINATOR

Department: Administrative

FLSA Status: Exempt

GENERAL PURPOSE

Manages the operations of the Human Resources department. Ensures compliance to established policies and codes. Addresses administrative needs as well as needs of the faculty and staff. Performs all necessary tasks in order to provide nutritious meals for students in a clear, orderly, and cheerful atmosphere and to uphold all federal, state, and local regulations and expectations as they relate to the School Nutrition Program. Supervises all food service department staff in order to ensure that all Surry County Public School cafeterias comply with Food Services, USDA, local, state, and federal policies, procedures, rules, regulations, and guidelines and maintains financial accountability of the department.

ESSENTIAL JOB FUNCTIONS

Human Resources

- Prepares new hire reports
- Notifies appropriate Coordinator when background checks are unsatisfactory and contacts state and national law enforcement agencies as necessary.
- Maintains current knowledge of vacancies and needs at all times.
- Assist in the development of an annual recruitment plan for assigned recruitment positions.
- Reviews applications and refers qualified applicants to appropriate administrators for their exempt and non-exempt positions.
- Provides information to applicants and maintains a current knowledge of job opportunities, incentives, benefits, compensation and duties/qualifications of jobs.
- Responds to legal requirements and/or requests regarding file documents.
- Maintains records associated with background checks.
- Completes various Federal/State/Local reports.
- Prepares and distributes contracts/work agreements and responds to inquiries on reprints or copies.
- Provides answers to routine inquiries and general human resources questions.
- Responsible for data processing and maintenance of human resources supplemental databases.
- Prepares files and maintains personnel records / licensure files.
- Maintains information for teacher certification.

- Issues license renewal packets and verifies licensure requirements are met in a timely manner.
- Submits licensure applications to the VDOE for initial licenses, renewal requests, endorsement additions/evaluations and course evaluations/approval.
- Schedules appointments and meetings as needed.
- Maintains a high level of confidentiality.
- Models nondiscriminatory practices in all activities.

Food Service

- Supervises the implementation of the School Nutrition Program at all Surry County Public Schools in order to ensure that all federal and state regulations are followed.
- Purchases and maintains inventory of all food, supplies, and equipment.
- Plans student breakfast, lunch, and snack menus in order to ensure that they meet federal and state requirements.
- Coordinates catering services to schools as well as to outside groups and agencies.
- Plans disposition of government commodities as part of the ongoing food service program.
- Oversees the filing and receiving of government reimbursements.
- Visits all cafeterias on a regular basis.
- Ensures that all cafeterias maintain high standards of health and safety.
- Seeks to improve all food service operations.
- Maintains financial integrity by consistently monitoring revenue and expenditures as related to the budget, which is established yearly by the School Board.
- Supervises the hiring and training of all Surry School Food Service personnel.
- Maintains and demonstrates technical skill in the hardware and software components of the computerized point of service programs at each cafeteria and in the Food Service Office.
- Instructs staff in use of computerized point of service programs.
- Uses computer to generate correspondence and reports as required, ensuring the smooth operation of the overall School Nutrition Program.
- Supervises all food service managers, workers and a secretary in order to fulfill the mission of the School Nutrition Program.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree with a major in nutrition or a related field of study required.
- Two (2) years of experience in related field required.
 - Five (5) years in a related field with three (3) years working in a school district preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of revenue and expenditure relationship.
- Skill in budgeting.
- Ability to read and interpret government regulations, various governmental correspondence, nutritional data, equipment specifications, bid documents, and various procedural manuals.
- Ability to write business reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and weights and measures.
- Ability to deal with problems involving several variables in various situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

WORKING CONDITIONS

While performing the duties of this job, the employee is working in an office and is occasionally exposed to moving mechanical parts. The noise, light, and temperature levels in the environment are mild.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date