

**HOPE Online Learning Academy Job Description
Nutrition Services Program Coordinator**

JOB CLASSIFICATION / WORK EXPECTATIONS: SALARY: \$45,000 - \$55,000

The Nutrition Services Program Coordinator is a full time, non-exempt position. Employees in this position follow the Year Round Work Calendar, as determined annually. The expected work week is 40 hours from Monday to Friday.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the discretion of HOPE's management.

SUMMARY:

The Nutrition Services Program Coordinator is responsible for the overall operations of HOPE's food service program, including compliance and reporting related to state and federal regulations for the National School Lunch and Breakfast programs, maintaining of HOPE's status as its own School Food Authority (SFA), and liaising between learning sites and HOPE's food vendor(s). The Nutrition Services Program Coordinator is a vital member of the Community Engagement Department of HOPE Online Learning Academy Co-Op and will work closely with Learning Site staff, HOPE Central Office staff, and community partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Priority Area: National School Lunch and Breakfast Program Administration	90%
Duties and Responsibilities	
<ul style="list-style-type: none"> ● Facilitate compliance and reporting for National School Lunch and Breakfast programs <ul style="list-style-type: none"> ○ Manage USDA Commodity account and reporting ○ Submit and track electronic monthly reimbursement claims ○ Facilitate RFP renewals ○ Support CEP reporting ● Maintain HOPE's status as its own School Food Authority (SFA) <ul style="list-style-type: none"> ○ Obtain and maintain required licensure, including Food Protection Management ○ Train food service personnel at learning sites with regard to food storage and serving procedures, including food safety and sanitation ○ Establish and promote HOPE's Wellness Policy ● Develop and maintain positive working relationships with learning sites <ul style="list-style-type: none"> ○ Facilitate consistency of operations ○ Request and support health inspections of learning sites ○ Perform annual learning site audits of food program and delivery of services ● Communicate effectively between HOPE's learning sites and food vendor(s) <ul style="list-style-type: none"> ○ Monitor and approve invoices ○ Guide learning sites through weekly meal ordering and daily serving processes ○ Support coordination of "snow days" and menu pushing ● Demonstrate flexibility and resourcefulness while implementing problem solving skills 	
Evidence of Success	
<ol style="list-style-type: none"> 1. Learning Sites report engagement and support in all opportunities via survey responses. 2. Weekly meal orders are submitted in a timely manner. 3. Vendor invoices are approved in a timely manner. 4. HOPE Online is compliant with all applicable aspects of National School Lunch and Breakfast Programs and School Food Authority certification. 5. Food vendor(s) report engagement and support in all opportunities. 	

Priority Area: Supports all Community Engagement opportunities that focus on student and parent/guardian relationships.	5%
Duties and Responsibilities	
<ul style="list-style-type: none"> • Team player in the creation and execution of all Community Engagement activities • Ability and desire to help out wherever and whenever needed • Support Learning Site student recruitment activities • Engaging part of the HOPE staff 	
Evidence of Success	
1. Support of HOPE employees and events is carried out in a timely manner.	

Priority Area: Lead by exemplifying professionalism and commitment to community	5%
Duties and Responsibilities	
<ul style="list-style-type: none"> • Adjusts practice and prioritization of tasks based on the needs of the Learning Site and HOPE • Sets personal goals related to student engagement outcomes and seeks opportunities to improve personal professional practice through professional development and reflection. 	
Evidence of Success	
<ul style="list-style-type: none"> • Meets personal and department goals. 	

EDUCATION, LICENSURE, AND RELATED WORK EXPERIENCE:

Required

- Associate’s Degree or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field
- Experience in a school nutrition program
- Licensure necessary for operation of a School Food Authority (or willingness to obtain):
 - Food Protection Management
 - At least 8 hours of food safety is required either not more than 5 years prior to starting date or completed within 30 days of the employee’s start date

Preferred

- At least 3 years’ of relevant food service experience (which may include documented volunteer or unpaid work)
- Management experience in a school nutrition program

SKILLS, KNOWLEDGE, AND ABILITIES:

Required

- Knowledge of guidelines established by the USDA and CDE’s Department of School Nutrition
- Commitment to social justice and equitable education for all; support of community-based learning models
- Cultural proficiency and interpersonal/relationship building skills

- ☐ Ability to establish and maintain positive working relationships with staff and community partners
- ☐ Fluency and literacy in English; excellent oral and written communication skills
- ☐ Excellent organizational skills, detail oriented
- ☐ Disciplined and resourceful self-starter
- ☐ Ability to multitask, innovate, and learn
- ☐ Familiarity with general computers operations, use of email, and proficiency with Microsoft Office Suite and Google Suite

Preferred

- ☐ Oral and written fluency in Spanish

REPORTING RELATIONSHIP:

The Nutrition Services Program Coordinator reports to and is evaluated by the Learning Site Operations Manager and is housed under the Executive Director of Community Engagement. This position does not supervise any HOPE or learning site employees.

PHYSICAL AND MENTAL FUNCTIONING REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to:

- Compare, analyze, communicate, instruct, synthesize, evaluate, use interpersonal skills, compile and negotiate
- Communicate effectively using speech and hearing
- Use near vision to see details at close range (within a few feet of the observer) as required for computer use, reading and instruction
- Use hands for extended periods of time at a keyboard or workstation
- Operate office machines and computer equipment
- Be subject to standing, walking, sitting, bending, reaching, kneeling, climbing, balancing, stooping, pushing and pulling
- Occasionally lift objects up to 25 pounds

LOCATION, WORKING ENVIRONMENT, AND TRAVEL REQUIREMENTS:

Work is routinely performed in an office or classroom environment with moderate noise level. This position works primarily at the HOPE Central Office in Englewood, with occasional travel to and between learning sites. Travel is the responsibility of the employee. Compensation for mileage is per the HOPE Mileage policy.

ACKNOWLEDGEMENT OF RECEIPT:

The duties and expectations of this position have been discussed and a copy of this document has been provided to me.

Employee's Printed Name	Signature	Date Received
Supervisor's Printed Name	Signature	Date Received

HOPE provides equal employment opportunities to all employees and prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries concerning the application of HOPE's nondiscrimination policy can be directed to the Human Resources office.