

School Board Agenda Item CC-1  
November 5, 2013

**Executive Summary**

Proposed New Job Description and Minimum Qualifications for the Program Coordinator, Meal Benefits/Food & Nutrition Services Position

**Background:** This item is being recommended for School Board adoption to meet requirements for new job description.

**Position Title:** **Program Coordinator, Meal Benefits/Food & Nutrition Services**

**Division/Department:** Strategy & Operations / Food & Nutrition Services

**Pay Grade:** **22**                      **Range:** **\$51,408 - \$73,612**                      **Point Range:** **715 -754**

**Salary Schedule:** **2012-2013 BTU-TSP Salary Schedule**

**Recommended Policy Status:** Non- Chart Job Description - **Final** Reading

**Rationale:** The job description for the Program Coordinator, Meal Benefits/Food & Nutrition Services has been created to support the daily operation of the Food and Nutrition Services Department. The position requires knowledge of and implementation of USDA Meal Benefits Program.

The purpose of this job is to coordinate and implement all policies set forth by the USDA, Florida Department of Agriculture and Consumer Services (FLDOA), District, Food and Nutrition Services Director, and Finance Manager, Food and Nutrition Services. The position acts as community liaison for the Meal Benefits Community Program.

Prior to the recommendation to the School Board for adoption, the BTU-TSP Unit was notified of the new job description.

The position is vacant and will follow the standard advertising and selection process.

**Cost:** There is no financial impact to the District.