

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Program Coordinator, Meal Benefits/ Food & Nutrition Services
CONTRACT YEAR:	Twelve Months
SALARY GRADE:	22
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned associate’s degree from an accredited institution.

EXPERIENCE: Minimum of four (4) years, within the last six (6) years, of experience in the processing and organization of a Meal Benefits program. Knowledge and experience in the implementation of Federal Regulations and following guidelines of the United States Department of Agriculture (USDA).

OR

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: Minimum of eight (8) years, within the last ten (10) years, of work experience in a United States Department of Agriculture (USDA) Meal Benefits or comparable position.

ADDITIONAL REQUIREMENTS

REQUIRED: A well-rounded knowledge of methods, office practices, policies, and procedures according to the USDA guidelines. Required to make decisions with minimum supervision and the ability to work independently and effectively with people.

PREFERRED: Bilingual skills.

REPORTS TO: Finance Manager, Food & Nutrition Services

SUPERVISES: Assigned clerical staff and temporary clerical employees

POSITION GOAL: 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. Community liaison for the Meal Benefits Community Program.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Program Coordinator, Meal Benefits/ Food & Nutrition Services shall:

1. oversee operations of the Meal Benefits area, responsible for the timely processing and second review online/paper applications, manual confirmation of Direct Certified students.
2. supervise permanent staff and temporary staff providing instruction and guidance regarding policies, procedures and direction of daily activities.
3. organize, execute, and delegate current projects while ensuring compliance of state and federal regulations.
4. provide various reports to Finance Manager and Director.
5. communicate with District departments and software representatives the needs of the Meal Benefits area, resolve issues or request assistance to implement new procedures which will enhance efficiency and productivity.
6. update and submit required documents for Application to State.
7. update general ParentLink and email notifications to parents and email to District's ParentLink contact.
8. update correspondence to notify parents of their child's meal eligibility, email to District's ParentLink contact.
9. update Application and parent information on Apply for Free and Reduced Lunch website.
10. assist Director, Finance Manager, and Administrators in the development and implementation of a Marketing Plan for the new school year.
11. carry out and assign various projects included in Marketing Plan.
12. coordinate work schedule and training of temporary staff.
13. develop and present training material at Free and Reduced Designee training webinar and Food and Nutrition Services Intern Manager training classes.
14. Follow DOA requirements to initiate verification process, select sample, perform confirmation review, assign staff, and provide guidance during the verification process; review completed verification files for accuracy.
15. assist with all internal and external Meal Application audits.
16. interact effectively with the general public, staff, teachers, parents, and administrators.
17. perform and promote all activities in compliance with equal employment and

- nondiscrimination policies of The School Board of Broward County, Florida.
18. participate in training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
 19. review current developments, literature and technical sources of information related to job responsibilities.
 20. ensure adherence to good safety procedures.
 21. follow federal and state laws, as well as School Board policies.
 22. perform other duties as assigned by the Director, or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Interacts effectively with the general public, staff, teachers, parents, and administrators and serves as a community liaison for the Meal Benefits Community Program.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing

Program Coordinator, Meal Benefits/ Food & Nutrition Services
Point Range: 715-754

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

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|--|--|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/ Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Program Coordinator, Meal Benefits/ Food & Nutrition Services

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4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A3	C1	C	B	B