

School Board Agenda Item CC-2
November 5, 2013

Executive Summary

Proposed New Job Description and Minimum Qualifications for the Assistant Coordinator, Food & Nutrition Services Position

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

Position Title: Assistant Coordinator, 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 Assistant Coordinator, Food & Nutrition Services has been created to support the daily operation of the Food and Nutrition Services Department in meeting the specific needs of the District.

The purpose of this job is to assist in coordinating procurement, budget, menu and recipe management functions including USDA Commodity Food inventory and usage. Provide administrative support to the Food and Nutrition Services Department. The position is responsible for maintaining and monitoring quality control and adherence of vendors to bid specifications and minimum criteria.

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.