Howard-Suamico School District

School Nutrition Coordinator

Department:	School Nutrition	**Reports to:**	Director of School Nutrition
Work Days:	Full Year	**Compensation:**	
Full time/Part time:	Full Time	**FLSA Status:**	Exempt
Classification:	Support Staff	**Last Updated:**	11/5/2025

Position Description

The School Nutrition Coordinator is responsible for analyzing menus to ensure nutritional compliance and alignment with student preferences, while also ensuring adherence to health, safety, and nutritional regulations. They coordinate staff training sessions on procurement procedures and regulations, and develop student engagement activities to promote healthy eating habits. They also oversee all aspects of program coordination and compliance, marketing, procurement, staff support, wellness initiatives, and effective communication.

Task Title	Essential Job Functions	% Time Spent (estimate)
Program Oversight and Compliance	• Analyze menus for nutritional compliance and student preferences. • Ensure program adherence to all health, safety, and nutritional regulations. • Develops menus and supports students with special dietary needs. • Manages menu programs to support nutrition compliance and communication with menus. • Oversee the procurement and production of food across the District.	50%
Staff Development and Engagement	• Coordinates onboarding, staff training programs on best practices, procurement procedures, and regulations. • Develop and manage student engagement activities to promote healthy eating habits. • Provides leadership in all regular school audits to ensure effectiveness and compliance of DPI and Health regulations. • Supervision and evaluation of School Nutrition teams at the secondary schools.	30%
Communication and Outreach	• Manage all aspects of program coordination, including procurement, staff support, and wellness initiatives. • Communicate effectively with parents, students, staff, and the community regarding the programs • Coordinates marketing for the entire School Nutrition department.	20%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Evaluation: Performance will be evaluated by the Director of School Nutrition in accordance with any applicable policy on evaluation as established by the Board of Education of the Howard-Suamico School District.

Qualifications

Required

- **Education:** Post-secondary degree in Nutrition or a related field.
- **Licensure:** N/A
- **Certificates, Certifications, or Other Training:** ServSafe Certification. CPR training.
- **Previous Work-Related Experience:** 1-3 years work-related experience managing a school nutrition program.

Preferred

- **Education: Bachelor's Degree (B.A., B.S., B.S.N., etc) in Nutrition or a related field.**

Knowledge & Skills

Knowledge

- **Basic:**
    - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
    - Custodial/Grounds/Maintenance: Machines and tools, including their uses, repair, and maintenance.
    - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
    - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
    - Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information systems.
    - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
    - Law/Government: Local, state, and national laws and government regulations
- **Intermediate:**
    - Administrative: Administrative and office procedures, functions and basic office tasks.
    - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
    - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- **Advanced:**
    - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
    - Food Production: Techniques and equipment for preparing food, including storage/handling techniques.
    - Customer and Personal Service: Principles and processes for providing customer and personal services.

Skills

- Constantly (More than 5.6 hours per day or 69% or more of the day): Reading Comprehension, Speaking, Writing, Coordination, Instructing
- Frequently (Between 2.6 and 5.5 hours per day or 33%–68% of the day): Mathematics, Active Learning, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Management of Financial Resources, Management of Material Resources, Management of Personnel Resources, Time Management, Negotiation, Persuasion, Service Orientation, Social Perceptiveness
- Occasionally (Between 1 and 2.5 hours per day or 12%–32% of the day): Complex Problem Solving, Judgement/Decision-Making, Systems Analysis, Systems Evaluation, Equipment Selection
- Rarely (Less than 1 hour per day or less than 12% of the day): Science, Equipment Maintenance, Operation and Control, Operation Monitoring, Operations Analysis, Troubleshooting

Supervisory Responsibilities

- **Supervisory Responsibility:** Single Department
    - **Number of direct reports:** 3
    - **Number of indirect reports:** 10-20

- **Supervisory Activities:** Developing or training, Evaluating performance, Investigating, Orienting or onboarding, Promoting

Interactions & Responsibilities

- **Decision-making Authority:** Decisions impact a functional area or department.
- **Customer Interactions:** Moderate: Interact with defined groups of employees and external customers/stakeholders. Interactions involve building relationships, solving problems, and gathering feedback from internal and/or external customers.
- **Budget Management:**
    - Order supplies, plan events and/or book travel: Yes
    - Create or develop a budget: No
    - Manage or monitor a budget: No
    - Budgetary signing authority: No
        - Signing amount: N/A
- **Asset Management**
    - Manage district assets: No
        - Type of assets: N/A
        - Approximate value/number of assets: N/A
    - Responsible for safety/security of district assets: No
        - Type of assets: N/A
        - Approximate value/number of assets: N/A

Working Conditions

Physical & Psychomotor Demands

- Constantly (More than 5.6 hours per day or 69% or more of the day): Hearing
- Frequently (Between 2.6 and 5.5 hours per day or 33%–68% of the day): Sitting, Standing, Walking, Color Vision
- Occasionally (Between 1 and 2.5 hours per day or 12%–32% of the day): Carrying/Lifting
- Rarely (Less than 1 hour per day or 12% or less of the day): Crouching/Kneeling, Balancing, Pulling/Pushing, Reaching, Repetitive Motion

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Environment & Hazards

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting rooms, classrooms, libraries, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO / Non-discrimination Statement

The Howard-Suamico School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.