

Job Title: **Hiring and Development Coordinator**
 Job Family: **Nutrition Services**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1170**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 23**

SUMMARY: Responsible for the ongoing hiring of kitchen staff. Oversees the Cook-Cashier training program including scheduling, providing training, collecting payroll documents and ensuring department and professional standards are met. Supervise and coordinate nutrition staff, operations and activities at the Nutrition Training kitchen. Provide effective district-wide implementation of district, state and federal Child Nutrition programs and related initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the ongoing hiring of kitchen staff including, but not limited to, submitting vacancies, reviewing candidates, attending job fairs, interviewing, obtaining reference checks, and making employment offers. Facilitate the onboarding process to ensure new hire process is streamlined and candidate has completed all pre-hire requirements to begin employment. Complete employee evaluations as needed.	D	45%
2. Oversee the daily kitchen operations at the district training kitchen. Responsible for employee training program. Schedules trainees in kitchens and provides on-site kitchen orientation and training. Coordinates and provides new employee and/or position training.	D	40%
3. Process payroll information for Cook-Cashier Trainees and ensure payroll documents are submitted meeting all payroll deadlines.	D	5%
4. Responsible for coordinating and tracking trainings for all Nutrition Services employees. Monitor and track that professional standards are being met. Ensure hours meet required standards.	W	5%
5. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma Required.
- Minimum of one (1) year of related experience preferred.
- Minimum of one (1) to three (3) years of computer and software experience required.
- Minimum of three (3) years of work experience that required customer service.
- Minimum of three (1) years supervisory experience of multiple employees.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced skills are needed in problem solving issues.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students and staff with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with MS Office Suite (Word/Excel/Powerpoint) and Google applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition & BASE Resource Manager	3021

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Cook Cashier Trainee	1-20	040328
	Kitchen Manager	1	various

- Responsible for training employees; planning, assigning and directing work; assisting with appraising performance; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	