

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

COORDINATOR – FARM TO SCHOOL

JOB DESCRIPTION

JOB CODE:	760100	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	29
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelor's degree from an approved accredited educational institution.
- (2) Minimum of three (3) years successful experience in food service, restaurant management, or agriculture.
- (3) Registered Dietician with the American Dietetic Association or certification as a food service specialist from School Nutrition Association, preferred.
- (4) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state regulations and School Board policies as they relate to the National School Breakfast, Lunch, Dinner, and after-school snack Programs. Knowledge of federal and state regulations and School board policies as they relate to the procurement of agricultural products. Ability to plan, coordinate, analyze, and follow through with task to completion. Ability to audit and monitor programs for compliance. Knowledge of budgets. Ability to plan and conduct training sessions. Ability to supervise and provide technical assistance. Ability to establish and maintain effective working relationships with administrators, school and district staff, and outside agencies. Ability to write grant proposals. Ability to communicate effectively both orally and in writing. Thorough knowledge of food values and nutrition; sanitation and safety practices; and the purchase and storage of food and non-food supplies.

REPORTS TO:

Director -- Food and Nutrition Services

JOB GOAL

To effectively and efficiently coordinate a Farm to School Program for the District to improve student health by providing students with local fresh food options in accordance with local, state, and federal programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the development, implementation and monitoring of the Farm to School Program throughout the District.
- * (2) Serve as technical advisor to administrators, staff, and contractual partners for the Farm to School Program.
- * (3) Arrange purchases from local farms for use in school meals, snacks and the Fresh Fruit and Vegetable Program, using appropriate procurement procedures as outlined by the USDA and the School Board.

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- * (4) Assist in creating contracts for purchases of locally grown produce from local farms and through the produce distributor.
- * (5) Work with Finance and Accounting office to create procedures for payment of vendors.
- * (6) Work with the Florida Department of Health, the Florida Department of Agriculture, and the USDA to continue development of Farm to School Hub.
- * (7) Monitor the tracking system to control inventory and trace food to grower.
- * (8) Collaborate with Project Development to raise funds and manage grants supporting Farm to School Projects.
- * (9) Collaborate with staff in the creation of recipes for local produce that students will accept and lunchroom staff can prepare.
- * (10) Assist in the creation of nutrition education curriculum and promotional material.
- * (11) Assist in creating training materials for managers in handling farm fresh and school garden produce.
- * (12) Oversee the school gardens at district schools who are growing produce for the school meal program and providing training in growing and food safety and support in connecting garden to classroom curriculum.
- * (13) Interact with the media, manage the Farm to School website and social media, and maintain appropriate archival records.
- * (14) Work with other departments to connect Agriculture, Horticulture, and Food Safety Technology with curriculum.
- * (15) Assist in the development and implementation of a job training program in Food Service and Horticulture for identified ESE students.
- * (16) Assist in coordinating, administering, and monitoring compliance with the Preventative Controls for Human Food (PCHF), food service quality assurance program, sanitation and safety program, promotional programs, and nutrition education programs for the Farm to School Hub.
- * (17) Assist in the development and implementation of special projects for the Farm to School Hub.
- * (18) Recommend purchases of equipment as necessary for the Farm to School Hub site.
- * (19) Assist in the development of appropriate Board agenda items pertaining to areas of responsibility.
- * (20) Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues and maintain expertise in assigned areas.
- * (21) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment at the Farm to School Program.
- * (22) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided for the Farm to School Program.
- * (23) Supervise assigned personnel and assist in conducting annual performance appraisals within the Farm to School Program.
- * (24) Adhere to applicable safety standards.
- * (25) Attend all staff meetings and workshops.
- * (26) Assist with maintaining a clean and orderly environment.
- * (27) Be knowledgeable of and adhere to board Policies.
- * (28) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.

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- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(30) Demonstrate initiative in the performance of assigned responsibilities.
- *(31) Demonstrate support for the school district and its goals and priorities.
- *(32) Exhibit interpersonal skills to work as an effective team member.
- *(33) Follow attendance, punctuality, and proper dress rules.
- *(34) Maintain confidentiality regarding school/workplace matters.
- *(35) Manage time efficiently.
- *(36) Model and maintain high ethical standards.
- *(37) Participate in cross-training activities as required.
- *(38) Prepare all required reports and maintain updated and accurate records.
- *(39) Represent the district in a positive and professional manner.
- *(40) Respond to inquiries and concerns in a timely manner.
- *(41) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 09

Adopted 8/15/17

Revised: 8/29/19 (Superintendent)