



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0708107

JOB ANNOUNCEMENT **OPERATIONS COORDINATOR** Child Nutrition Department

CLOSING DATE: July 16, 2008

JOB DESCRIPTION

The Child Nutrition Special Operations Coordinator, under the direction of the Assistant Director of Food Service Operations, is responsible for overseeing all special events and programs of the Child Nutrition Department to include catering, snacks, STEPS and the Seamless Summer Program.

EDUCATION AND SPECIAL SKILLS

- Bachelor's Degree (preferred)
- Experience with school food service (preferred)
- Must have valid driver's license to travel to remote sites within the district
- Knowledge of Federal, State and local rules and regulations applicable to food service
- Computer skills to include Word, Excel, Power Point and use of the internet
- Excellent communication skills
- Bilingual (preferred)
- Ability to establish and maintain effective working relationships with District officials, subordinates and the general public
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Supervise the catering operation to include reservations, event planning, menu planning, setting up events, ordering food and supplies, invoicing, evaluations and customer service.
2. Supervise the After School Snack program to include planning and organizing meetings, training of Child Nutrition staff, school based staff and outside program staff, authorizing programs, resolving issues with outside staff, Child Nutrition staff or school based staff.
3. Supervise the Snack Clerk to ensure that all snack program site monitoring checklists are done in a timely manner
4. Coordinate the summer STEPS program to include attending meetings, selection of sites, staffing, on site review completion and supervisor schedules.
5. Track, maintain and organize all schools three (3) exception days per Texas Department of Agriculture (TDA).
6. Perform other duties as assigned.

TERMS OF EMPLOYMENT

SALARY: \$33,337 - \$42,004

PAY GRADE: B10

DAYS: 226

FOR HR USE ONLY
PCN: P6B0A200 00064

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer