

SCHOOL NUTRITION COORDINATOR

Status: Full Time M-F (5 days per week 35 hours per week) for school year

Education and Training Connection, is currently in search of a School Nutrition Coordinator for the 20-21 school year at Windover High School located in Midland, MI. The assignment will begin on or about August 16, 2021.

Summary: The School Nutrition Coordinator is an important supervisory position involving responsibility for efficiently and economically providing a nutritious lunch program for school children according to state and federal guidelines. This position as the school lunch program duties are under the general supervision of the building administration.

Qualifications, Essential Duties and Responsibilities: include the following

- High School Diploma or GED with experience in food preparation, safety instructions and sanitary requirements
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Knowledge of the National School Lunch Program at the Federal and State Levels
- Ability to maintain high standards of sanitation and cleanliness in food production and service areas
- Complete and maintain accurate records and forms for a school lunch program
- Supervise and evaluate lunch program support staff
- Ability to meet physical demands of the job require bending, standing, and lifting (50 pounds)
- Ability to meet the needs of students and staff in a pleasant and timely fashion
- High-energy, well-organized, creative thinker and a flexible team player with excellent administrative and leadership skills.
- Demonstrated ability to work with the entire school community, parents, students, teachers, administration, business and community groups).
- Ability to evaluate performance of support staff.
- Excellent work ethic, human relations and conflict resolution skills
- Serve Safe Certificate and First Aid Certificate
- Other duties as assigned

Submit cover letter, application or resume to:

Education and Training Connection, Attn: HR

884 E. Isabella Rd., Midland, MI 48640

Fax: (989)631-4541 or email Christine.Murphy@etc-1.com

Application Deadline: Open until filled

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