



COORDINATOR – FOOD & NUTRITION EQUIPMENT

SUMMARY/SCOPE/GOAL

Responsible for the supervisory duties directing the activities of skilled, subordinate working personnel involved in construction, maintenance, equipment purchase and/or repair activities in the school cafeterias.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Associate's degree in Management, Business, Computer Science, or related field; relevant experience may be substituted for degree requirement on a two years' experience to one year of college basis; **and**
- Three (3) years' experience in one or more building trades and/or contract management/bid procurement.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Ensure program objectives are met, including quality, schedule, and budget goals and objectives.
2. Monitor project budgets to ensure project costs remain with budget.
3. Review complex construction plans, drawings, specifications, and change orders for completeness, accuracy, and consistency with contract documents, codes, and statutory requirements.
4. Participate in electrical, mechanical, structural, civil, or telecommunications projects and perform specialized duties in coordinating general construction, electrical, structural, HVAC, and plumbing project field representatives in respective phases of building construction.
5. Research acceptability of product, systems, design, and new technology.
6. Ensure compliance with Board rules and applicable federal laws and regulations.
7. Assure the meeting of project schedule milestone in a timely and efficient manner.
8. Coordinate multiple projects and maintain workflows.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

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KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of all facets of operations management preferred; demonstrated leadership and management's ability; skill in application of principles of personnel supervision; effective oral and written communication skills; knowledge of computer systems; ability to apply principles of Food Service, Sanitation, and HACCP in daily activities; knowledge of applicable county, state and federal school food service regulations; ability to translate standards of Food and Nutrition excellence into daily operations. Knowledge of data bases and ability to maintain and track county's equipment inventory. Ability to translate food service principles into specifications for equipment, work with kitchen planning experts to design food service facilities, represent the FNS office at design meetings, and follow through the design phase to the implementation phase. Maintain district purchasing procedures for equipment for the FNS department. Ability to meet deadlines and projected completion times within the budgetary constraints. Ability to adapt to change rapidly. Ability to work well with people and to organize and prioritize workload. Ability to work independently and efficiently.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Food and Nutrition Services
TITLE CODE:	C2214	CONTENT BY:	Director – Food & Nutrition Services
GRADE:	L	COMPENSATION:	Human Resources
UNIT:	1010 PTS	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	10/27/15	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/22/07	Developed	
1.1	9/10/15	Revised	
1.2	10/15/15	Revised	
1.3	12/01/2020	New Format	Ellie Kelly – Human Resources
1.4	11/30/2021	Update physical requirements to ADA format, added schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.