



**TITLE: COORDINATOR, SPECIAL PROGRAMS**

**WORK YEAR: 12 Months**

**VACATION: 27 Days**

**PRIMARY FUNCTION:**

Under the direction of the Director for Nutrition Services or designee, coordinate and supervise special program activities of the Nutrition Services Department. Monitor source funding and services offered, assist with the development and promotion of fresh fruit and vegetable nutrition programs and create and coordinate partnerships across the food system between growers and food hub customers.

**RESPONSIBILITIES:**

- Build relationships and trust through regular communication with area farmers and buyers.
- Communicate effectively and frequently with farmers to support their growth and align production with market demand.
- Assess produce quality before and during packing, and implement a system of feedback and education for farmers to address any quality issues.
- Maintain Food Hub warehouse space for cleanliness and organization and for effective and efficient use of space.
- Assist in maintaining records weekly for farmer deliveries to help ensure accurate farmer payments.
- Assist in maintaining purchase records weekly to help ensure accurate customer orders.
- Respond to customer service inquiries to help ensure customer satisfaction.
- Communicate with staff and/or volunteers at delivery sites to troubleshoot delivery or pick-up concerns.
- Assist with writing project reports and preparations of quarterly reports as well as maintaining program reporting and tracking systems.
- Confer with Nutrition Services staff concerning programs and materials needed to meet grant requirements.
- Follow, comply and ensure compliance throughout kitchens within the district, following AB 1826, Recycling Program.
- Ensure orders for products are timely and accurate to monitor inventory turns.
- Oversee, analyze and control product transfers, waste, and spoilage.
- Prepare proposals for the Nutrition Services department by determining concepts, gathering and formatting information, writing drafts, and obtaining approvals.
- Determine proposal concepts for the Nutrition Services department by identifying and clarifying opportunities and needs, studying requests for proposals (RFP/RFAs), and attending strategy meetings.

- Prepare Nutrition Services staff by providing training that includes how the salad bar impacts the menu plan, product ordering, processing and preparation, setting up and breaking down the bar, and addressing meal service with a salad bar.
- Serve as technical and subject matter resources for varying projects as needed.
- Complete objectives and outcomes as outlined in the grant.
- Prepare and maintain records and data for special programs, grants, etc.
- Uphold proper produce safety food handling procedures.
- Operate a computer and assist with data input as required.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Applicable laws, regulations, policies and procedures related to assigned duties.
- Experience in handling produce and assessing produce quality.
- Community organizing and cross-cultural experience helpful; prepared to build relationships with farmer participants.
- Equipment as assigned by the position.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Good interpersonal skills; ability to communicate with diverse personalities, tactful, mature and flexible.
- Working knowledge of computer software.
- Basic record-keeping techniques.

#### **Ability to:**

- Interpret, apply, and explain rules, regulations, laws, policies and procedures
- Work well within a rapidly changing environment; be self-motivated and directed.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions, and limitations of the grant.
- Learn to apply and explain policies and procedures related to the special programs.

### **EDUCATION AND EXPERIENCE:**

H.S. Diploma or equivalent., B.S. degree in sustainable agriculture and food systems preferred. Two (2) years of experience in food procurement. Experience may be substituted for education. Bi-lingual preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License and a clean motor vehicle record.
- Access to reliable private transportation.
- Food Handler's Card or Serve Safe Certification.
- Produce Safety Certificate with Produce Safety Alliance (after hire)

**WORKING CONDITIONS:****Physical:**

- Perform varied and repetitive tasks, including manual lifting between 25-50 pounds
- Hearing and speaking to exchange information
- Bending at the waist, kneeling or crouching
- Standing and walking for extended periods

**Environment:**

- Indoor/Outdoor conditions that vary from hot, humid to cold, and wet
- Ability to work some evenings and weekends