



BOARD APPROVED  
06.01.2021  
YAZOO COUNTY SCHOOL DISTRICT

**YAZOO COUNTY SCHOOL DISTRICT**  
**Child Nutrition, Employee Wellness, and 16<sup>th</sup> Section Land Coordinator**  
**JOB DESCRIPTION**

**POSITION TITLE:** Child Nutrition/Food Services, Employee Wellness, and 16<sup>th</sup> Section Land Coordinator

**TITLE of SUPERVISOR:** Superintendent

**SALARY:** Salary is reflective of a 240-Day Contract on the YCSD Certified Teacher Educator Board Approved Pay-Scale.

**QUALIFICATIONS:**

- (1) A Bachelor's Degree from an accredited college or university with a major in dietetics; foods and nutrition; hotel and restaurant management; institutional management; institutional, business, or public administration; or a related field preferred;
- (2) Certification as a Food Service/Child Nutrition Coordinator;
- (3) A knowledge base of the coordination of the 16<sup>th</sup> Section Land Management of the Yazoo County School District; and
- (3) Possess strong leadership, collaboration, facilitation and presentation skills when working with the public.

**JOB SUMMARY OF A CHILD NUTRITION, EMPLOYEE WELLNESS, AND 16<sup>th</sup> SECTION LAND COORDINATOR:**

This position is responsible for the planning, organizing, and directing the school food service and employee wellness programs in the school district, as well as, coordinating the management of the 16<sup>th</sup> section land management for the YCSD.

**SPECIFIC JOB RESPONSIBILITIES AND DUTIES OF THE CHILD NUTRITION COORDINATOR:**

- (1) Directs the district-wide school food service program in conformance with federal and state laws and regulations, local and state health ordinances, and school district policies;
- (2) Develops and recommends changes in food service program policies and procedures to district administrators, including application processing and meal ticket or token handling procedures under the free and reduced-price meal program for specific students;
- (3) Works as a liaison between education and food service staffs in establishing and conducting nutrition education programs;
- (4) Prepares and administers the food service department budget, including subsidy and other income projections and control of expenditures;
- (5) Analyzes food service department financial statements and takes corrective action, when necessary, to prevent financial loss;
- (6) Develops and implements standards for the operation of an efficient, sanitary, and high quality food service program;

- (7) Develops specifications for and orders food, related supplies, and food service equipment;
- (8) Orders USDA-donated foods when available and assures its proper use in accordance with government regulations;
- (9) Tests food and other products prior to and after purchase to determine acceptability;
- (10) Works with vendors regarding new products and services and/or problems involving these products;
- (11) Develops and tests menus and recipes, plans menus that provide nutritional and appetizing foods, and recommends prices for all operations;
- (12) Plans and directs district-wide meetings and workshops to provide training on food preparation and service, sanitation, and nutrition;
- (13) Selects, assigns, transfers, handles grievances, and recommends discipline of food service personnel in accordance with district policies and procedures;
- (14) Reviews and provides input in wages, benefits, working conditions, costs, and other issues to the personnel office, on behalf of the food service department;
- (15) Develops public information materials and media releases pertaining to school food service programs;
- (16) Meets with students, teachers, parents, vendors, employees, and community groups on school food service program matters;
- (17) Conducts research in and keeps abreast of developments in school food service management and in nutrition education;
- (18) Supervises the purchasing of food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding of purchase orders in accordance with district policies and state and federal laws; and
- (19) Supervises accounting functions pertaining to school food service operations and financing.

**Knowledge and Abilities Required:**

**Must have knowledge of:**

- (1) Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA-donated food usage, and competitive food sales;
- (2) Principles of good nutrition and their application to school food service and the nutritional well being of students;
- (3) Food sanitation principles and control of microbiological and physical contamination of food;
- (4) Food testing procedures, including sensory evaluation;
- (5) Management principles of accounting, budget, data processing, purchasing, and personnel management;
- (6) Quality food preparation, service, storage, delivery, sanitation, and safety;
- (7) Principles of work scheduling and time and motion studies;
- (8) Staffing formulas and work production standards;
- (9) Principles of food merchandising;
- (10) Menu planning to meet nutritional needs and taste preferences of students and to control plate waste;
- (11) Food pricing and portion control;
- (12) Kitchen layout and food, supply, and food service equipment specification preparation; and
- (13) Purchasing ethics.

**Must have ability to:**

- (1) Apply professional knowledge and administrative ability in directing a comprehensive school food service program;
- (2) Establish and maintain cooperative working relationships with school administrators,

- teachers, students, community groups, vendors, employees, and their organizations, subordinate personnel, and the general public;
- (3) Direct and supervise employees for maximum productivity and morale;
  - (4) Analyze situations accurately and adopt appropriate courses of action; and
  - (5) Speak before groups and write effectively.

## **SPECIFIC JOB RESPONSIBILITIES REGARDING THE EMPLOYEE WELLNESS COORDINATOR:**

- (1) Implementation of the District social and emotional supports utilizing the data gathered from needs assessments and/or surveys given;
- (2) Implements a coordinated approach to school District and school health wellness policies;
- (3) Reviews and coordinates the components of the District's Wellness Policy annually;
- (4) Coordinates the school health councils;
- (5) Promotes awareness to faculty and staff of the Mississippi State and School Employees' Health Insurance Plan that has been enhanced to include **My Active Health**, a wellness and health promotion program designed to help individuals live a healthy lifestyle and increase their overall wellness benefit- <http://www.MyActiveHealth.com/Mississippi>;
- (6) Promotes health and reduces risk factors through professional and staff development programs, providing information flyers and newsletters, introducing incentives for participating in healthy practices and activities, and offering an employee assistance program;
- (7) Provides health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management;
- (8) Develops relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities;
- (9) Coordinates school employee wellness events and activities with student health-promotion activities and national health observances throughout the year;
- (10) Provides positive, consistent, and motivating messages about healthy lifestyle practices throughout the District setting utilizing all mechanisms of communication from the District;
- (11) Uses traditional marketing materials such as posters, flyers, T-shirts, wrist bands, buttons, etc. to promote health messages to students and families;
- (12) Encourages the involvement of students in the local school health council for planning and marketing school health messages throughout the District and school sites;
- (13) Promotes healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events);
- (14) Creates awareness of the link between the health of students and academic performance;
- (15) Applies for recognition award through the Governor's Commission on Physical Fitness and Sports at [www.presidentialyouthfitnessprogram.org](http://www.presidentialyouthfitnessprogram.org);
- (16) Oversees ongoing professional learning for all school and District staff around SEL instruction and supports such as training on restorative practices, trauma-informed practices, and social emotional mental health;
- (17) Works collaboratively with District departments and school campuses to integrate social-emotional learning programs aligned with the district's strategic plan;
- (18) Coordinates and deliver resources to school buildings to promote students' social-emotional learning;

- (19) Collects and analyzes data to make decisions and adjustments to SEL curriculum and initiatives;
- (20) Stays current on research and best practices in social-emotional learning and employee wellness programs; and
- (21) Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.

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**SPECIFIC RESPONSIBILITIES REGARDING THE COORDINATION OF THE MANAGEMENT OF 16<sup>th</sup> SECTION LAND:**

- (1) Advertises expiring leases to the public;
- (2) Collects lease payments for the District;
- (3) Keeps 16<sup>th</sup> section land leases current for the District;
- (4) Maintains a record of documentation of the bids turned in to the District;
- (5) Coordinates with the Yazoo Chancery Court in filing leases;
- (6) Coordinates with the Yazoo County Tax Collector in staying abreast of taxes paid on 16<sup>th</sup> section land including those leases whose taxes have not been paid;
- (7) Coordinates with the Mississippi Secretary of State's office in the filing of the annual report regarding leases;
- (8) Responsible for the reporting of demographic data, regarding 16<sup>th</sup> section land leases to the Mississippi Secretary of State's office; and
- (9) Performs any other duties assigned by the Superintendent in any of the aforementioned sections.

**REVISED ON MAY 20, 2021**