**SAMPLE JOB DESCRIPTION:**

**FARM-TO-SCHOOL & EVENT COORDINATOR**

|  |  |
| --- | --- |
| Job Title: Grants and Food Service Educational Coordinator |  |
| Pay Program: XX | FLSA Status:XX |
| Reports to: Food Service Director | Pay Range: XX |
| Prepared/Revised Date: XX | Work Year:XX |

**SUMMARY:** Responsible for overseeing BVSD's Farm to School Grant as well as promoting our healthy school food program to students, staff, parents, and community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| **Job Tasks Descriptions** | **Frequency** | **% of Time** |
| --- | --- | --- |
| 1. Daily School visits to promote the District’s healthy food program; including tastings, Rainbow Days, Iron Chef Competitions, Chef Demos and other educational events. | D | 35 |
| 1. USDA Farm to School Grant Implementation and reporting, including interfacing with garden programs throughout the District | D | 35 |
| 1. Orchestrate special events to promote the program (both during and after school, as well as nights and weekends) – to include supervision of community and parent volunteers | D | 10 |
| 1. Social networking and PR, to enhance the community’s awareness of the program. | D | 5 |
| 1. Responsible for fundraising including; events, grant applications, implementation and reporting. | D | 10 |
| 1. Perform other duties as assigned. | Ongoing | 5 |
|  | **TOTAL =** | **100%** |

**EDUCATION AND RELATED WORK EXPERIENCE:**

* High school diploma, completion of G.E.D., or equivalent
* Experience required; experience preferred in working with children, food, gardening and Farm to School

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

* A criminal background check required for hire
* Servsafe Certification within 1st year of employment
* Driver's license and car to travel to events around the District

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

* Advanced oral and written communication skills
* Advanced English language skills
* Advanced interpersonal relations skills
* Intermediate math and accounting skills
* Advanced personal computer, keyboarding and word processing skills
* Advanced customer service and public relations skills
* Advanced organizational skills
* Ability to maintain confidentiality in all aspects of the job.
* Ability to manage multiple priorities.
* Ability to manage tasks with frequent interruptions.
* Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
* Basic Bilingual skills (English/Spanish) preferred.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

* Operating knowledge of and experience with personal computers and peripherals
* Advanced operating knowledge of and experience with Microsoft Office Programs, including Word, Excel and Powerpoint.
* Operating knowledge of word processing, graphic design, and various spreadsheet software.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|  |  |  |
| --- | --- | --- |
|  | **POSITION TITLE** | **JOB CODE** |
| **Reports to:** | Direct Report: Food Service Director  Indirect Report: District Managers |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **POSITION TITLE** | **# of EMPLOYEES** | **JOB CODE** |
| **Direct reports:** | None |  |  |

**SAFETY TO SELF AND OTHERS**

**Be aware and create, to the best of ones’ ability, a physically and mentally safe environment for self and others.**

**Report all unsafe working conditions.**

*The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate to loud.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasional required comparing, analyzing, instructing, computing, and evaluating.