

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### FARM TO SCHOOL COORDINATOR

**SALARY SCHEDULE: ADMINISTRAIVE – J**

**COST CENTER: FOOD AND NUTRITION SERVICES (9021)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in Agricultural Science, Biology, or related field; or at least six years of professional/educational experience in a farm or agricultural setting.
- (2) Previous experience in a Farm to School program or agricultural setting is required.
- (3) Experience with school nutrition program is desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrates the ability to work with students, teachers, Food and Nutrition Services employees, administrators and the agricultural community. Effective communication and presentation skills are essential. Knowledge of federal, state and local rules and regulations related to National School Lunch Program and National School Breakfast program standards.

**REPORTS TO:**

Director, Food and Nutrition Services

**JOB GOAL**

Promote and maximize the use of locally grown foods in the National School Lunch program and National School Breakfast program. Develop programs to purchase foods grown on school properties. Establish FNS as a customer of school based food production programs.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as a resource and representative for Food and Nutrition Services Program.
- \* (2) Act as a liaison between the Food and Nutrition Services program, teachers, students, and the local agricultural community.
- \* (3) Assist with menu development to promote, identify, track, and maximize locally grown foods in the school meals program, and to control and reduce food costs.
- \* (4) Actively research grant opportunities and other funding mechanisms to promote the use of locally grown foods.
- \* (5) Create Career and Technical Education training modules for future food systems leaders.
- \* (6) Design and implement local food education materials for all grade levels.
- \* (7) Respond to requests for guest speakers or information on Farm to School topics.
- \* (8) Provide staff development activities which enhance understanding of local food usage requirements and regulations.
- \* (9) Educate teachers, parents, and the community about the Food and Nutrition Services Farm to School program.

## **FARM TO SCHOOL COORDINATOR (Continued)**

- \*(10) Assist in marketing, coordinating, delivery and tracking of all Farm to School activities.
- \*(11) Serve as a spokesperson through local events and functions, and professional organizations regarding Farm to School topics.
- \*(12) Demonstrate initiative in the performance of assigned responsibilities.
- \*(13) Follow attendance, punctuality and proper dress rules.
- \*(14) Maintain confidentiality regarding school matters.
- \*(15) Maintain positive relationships with staff and the agricultural products vendor community.
- \*(16) Participate in workshops and training sessions as required.
- \*(17) Communicate effectively with staff and vendors.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Respond to inquiries or concerns in a timely manner.
- \*(20) Prepare all required reports and maintain all appropriate records.
- \*(21) Follow all School Board policies, rules and regulations.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- \*(24) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 08**

\*Essential Performance Responsibilities