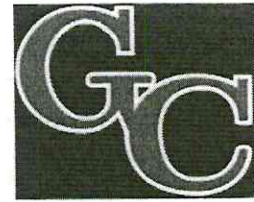


George County School District
Child Nutrition Coordinator

APPROVED

JUN 02 2026

G C SCHOOL BOARD



Job Purpose

- The Child Nutrition Coordinator serves as the district liaison between the school district and Chartwell to ensure effective oversight, communication, and compliance of the outsourced child nutrition program.
- This position supports program performance monitoring, ensures adherence to federal and state regulations, and aligns food service operations with district expectations and student nutritional needs while maintaining fiscal accountability.

Knowledge, Skills, and Abilities

- **Regulatory Knowledge:** Understanding of USDA Child Nutrition Programs, including the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and Mississippi Department of Education requirements.
- **Compliance Awareness:** Knowledge of food safety standards, reporting requirements, and child nutrition regulations.
- **Financial Literacy:** Ability to interpret budgets, reimbursement claims, and contract-based financial statements (including cost-reimbursable agreements).
- **Contract Oversight Skills:** Ability to monitor Food Service Management Company performance and ensure compliance with contract terms.
- **Audit & Monitoring Skills:** Ability to identify discrepancies in billing, inventory, and service delivery.
- **Communication Skills:** Ability to communicate effectively with administrators, staff, parents, vendors, and governing agencies.
- **Interpersonal Skills:** Ability to build and maintain effective working relationships with internal and external stakeholders.
- **Organizational Skills:** Ability to manage documentation, reports, compliance records, and scheduling activities.
- **Problem-Solving Skills:** Ability to resolve operational issues and address concerns related to food service delivery.
- **Data Analysis Skills:** Ability to review participation data, reports, and compliance documentation to support decision-making.
- **Technology Skills:** Ability to use MDE Child Nutrition systems and related reporting tools.

Minimum Qualifications

- **Education:** High School Diploma required; Associate or Bachelor's Degree in Nutrition, Food Service Management, Business, or related field preferred.
- **Experience:** Experience in school nutrition programs, food service operations, administrative coordination, or contract oversight preferred.
- **Certification:** Food safety certification (e.g., ServSafe Manager) preferred.
- **Clearance:** Must meet all Mississippi public school employment background check requirements.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Serves as the primary liaison between the school district and Chartwell to ensure effective communication and program implementation.

- Supervises all applications for free/reduced meal application and verification programs.
- Monitors contractor performance to ensure compliance with contract terms, federal regulations, state guidelines, and district expectations.
- Reviews and approves monthly reimbursement claims prior to submission to the Mississippi Department of Education.
- Verifies pricing accuracy, discounts, rebates, and credits related to food service procurement.
- Reviews and approves menus to ensure compliance with USDA meal patterns and state nutritional standards.
- Serves as chair or coordinator of the District Wellness Committee and supports district wellness initiatives.
- Coordinates accommodations for students with special dietary needs in collaboration with nurses, parents, and food service staff.
- Monitors the non-profit school food service account to ensure fiscal compliance and sustainability.
- Tracks USDA Foods (commodities) usage and ensures proper crediting and utilization by the food service provider.
- Oversees district-owned kitchen equipment maintenance, repair, and replacement coordination.
- Acts as the primary contact for stakeholders regarding food quality, service concerns, and cafeteria operations.
- Provides regular reports to district leadership and the School Board regarding program performance and contractor compliance.
- Reviews meal service operations including quality, presentation, and student participation.
- Ensures compliance with USDA program requirements, including eligibility, meal patterns, and reporting procedures.
- Maintains accurate documentation, records, and reports related to the child nutrition program.
- Assists with audits, monitoring visits, and compliance reviews from state and federal agencies.
- Communicates program updates, expectations, and changes to district staff and stakeholders.
- Supports training and informational sessions for school and cafeteria staff.
- Monitors participation and performance data to identify opportunities for program improvement.
- Assists in resolving concerns raised by parents, students, staff, and administrators related to food service operations.
- Collaborates with district leadership and the food service provider to improve program effectiveness.
- Performs other job-related duties as assigned.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports To: Superintendent or Designee

Supervises: District Child Nutrition Staff

Terms of Employment and FLSA Status: At-Will Employment / Exempt and 240 Days Per Year

DISCLAIMER: The preceding job 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 to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date