

**TITLE:*****COORDINATOR – SCHOOL FOOD SERVICE FREE AND  
REDUCED***

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Two (2) years of successful experience as a School Food Service manager or three (3) years of successful experience working with free and reduced applications or equivalent.
3. Successful experience in coordinating or participating in medium to large complex projects.
4. Evidence of successful leadership as indicated by timely completion of projects and high productivity levels of assigned personnel.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Maintains responsibility for document preparation, scanning, validation and filing of all free and reduced applications.
2. Supervises temporary service personnel, managers and manager interns during high volume times of the year.
3. Processes application result notification mailings, zero income mailings and verification mailings that occur throughout the year.
4. Communicates with office staff and school food service managers regarding any free and reduced policy changes, updates or alerts.
5. Coordinates with vendors, state officials and other departments to annually develop the free and reduced lunch application procedures.
6. Maintains responsibility for the annual summer mail-out to include the development of the marketing letter, purchasing of supplies and coordination of the mailing with vendors.
7. Processes all verification documentation.
8. Assists with improving and streamlining all letters, procedures and manuals annually and/or as needed.
9. Creates marketing tools to promote the free and reduced program.
10. Assists parents, School Food Service managers, School Food Service field managers and principals with information regarding student applications and the free and reduced program as a whole.
11. Communicates with DOE personnel to ensure School Food Service is following guidelines and is in compliance for all free and reduced application issues.
12. Assists with audit preparation when needed.
13. Aids with the needs assessment: evaluation of procedures, software and hardware enhancements for the free and reduced application process.
14. Maintains confidentiality regarding School Food Service Department and business matters.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.

2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/28/06  
Salary Level: 15  
Salary Range: \$36,869 - \$64,649  
Bargaining Unit: M  
Responsible to: Specialist

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.