



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 12/3/2025

Coordinator, School Nutrition Services (Nutrition)

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Business & Finance

Primary Location: Round Hill Center

Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview

The School Nutrition Services Nutrition Coordinator assists the Director of School Nutrition Services to meet the nutrition related needs for the district. Assists in the development of the strategic plan for SNS; Coordinates and supervises the specifications, purchasing, receiving, storage, distribution, testing and evaluation of all food and supplies used by SNS; Leads menu development, completes menu workbooks and creates/updates Special Diet Handbook; Analyzes food and supply cost data to ensure that key performance indicators are met; Communicates with SNS school-based staff regularly; Participates in training activities for SNS staff.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Exhibits a working knowledge of all federal, state and county regulations applicable to the school food service program and provides guidance to specialists and managers of assigned schools; conducts federal accountability reviews and provides technical assistance to managers of assigned schools, reviews and analyzes financial reports (food cost & labor cost - MpLH) and record keeping of assigned schools and advises managers; monitors, reviews, and approves inventory and order requests of assigned managers; evaluates managers of assigned schools annually.
- Provides input into department strategic plan and provides guidance to school staff to execute the plan.
- Co-leads menu committee to ensure inventory is utilized and menus meet federal and state guidelines for all SNS programs.
- Leads USDA food allocation and distribution.
- Serves as liaison with Virginia Department of Agriculture and Consumer Services (VDACS); leads program in federal, state, and local audits of commodity program; maintains documentation of commodities received annually.
- Oversees food-based menu planning and ingredient lists for all programs; ensures food allergens are communicated effectively from SNS to schools, parents and students; maintains valid, current nutrition information data from manufacturers and current recognized nutrition sources.
- Updates online menus, ingredient and allergen information; Responds to all email questions regarding menus, product ingredients & allergens.

- Creates and updates production records for all meal programs.
- Collaborates with the Executive Chef to develop, schedule and test recipes and new food products to verify yield, portions, cooking instructions, and HACCP procedures, etc.
- Directs the writing of SNS food and supply bids and contracts working with Office of Procurement; maintains a calendar to ensure food and supply contracts are prepared in a timely basis; monitors awarded contracts; responds verbally and in writing to proper agency or manufacturer once bid is awarded; Collaborates with Wellness Coordinator and LCPS Procurement Department in developing Farm to School purchasing contracts.
- Reviews proposed vendor delivery routes and recommends adjustments; Authorizes changes in delivery patterns to accommodate personnel, inclement weather and mechanical malfunctions; Provides logistic support for all schools in daily and emergency situations.
- Ensures that AP invoices are compared to bids for price accuracy.
- Reviews and evaluates random deliveries to various schools.
- Participates in planning activities of SNS programs.
- Exhibits working knowledge of all state, federal and local policies and regulations.
- Meets with schools, community and professional groups regarding SNS programs as requested by director.
- Assists with training for workshops, leadership meetings, etc.
- Participates in professional development through attendance at professional meetings, webinars and classes; maintains appropriate CEU'S for position as required under federal regulation.

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in food service management, nutrition or directly related field

Experience

Five (5) years of experience USDA sponsored meal programs

Licenses and Certifications

Registered Dietitian (RD) or Registered Diet Tech (RDT)

School Nutrition Association Level 3 certificate or School Nutrition Specialist (SNS) credential required

ServSafe certification required

Knowledge, Skills and Abilities

- Demonstrated ability to manage a professional staff
- Demonstrated ability to build an effective team that sustains a high level of efficiency and effectiveness
- Strong customer centered focus that includes knowledge of nutrition needs of age groups served
- Demonstrated ability to solve complex problems
- In depth working knowledge of laws and regulations governing school nutrition programs
- Basic knowledge of human resources policies and practices
- Strong written and oral communication skills
- Highly developed organization skills
- Knowledge of computer software applications (Word, Excel, PowerPoint, Oracle, Café Enterprise, YouTube, Adobe, Premier Pro, Lumen5, imovie, online ordering programs)

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.