



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

CLASSIFIED COORIDINATOR EMPLOYMENT OPPORTUNITY

Posted: February 3, 2026

Date Due: February 20, 2026

POSITION: **FOOD AND NUTRITION SERVICES COORDINATOR**
Full-time- 8 hours per day, 40 hours a week, 12 months/year
Rate of pay: \$115,220 - \$124,675 (DOE)
Fully paid dental, vision, life and disability insurance
Contribution toward health benefits for single- & two-party plans

DEFINITION:

Under the direction of the Assistant Superintendent, Business Services, the Food and Nutrition Services Coordinator administers, plans and directs the District's Food and Nutrition Services Program.

EXAMPLE OF DUTIES: Responsibilities may include, but are not limited to:

- Plan, organize and direct the district Food and Nutrition Services program and cafeteria operations
- Responsible for compliance with Federal and State school meal programs including the National School Breakfast and Lunch Programs. Prepares and completes federal, state and local reporting requirements, reimbursement claims, training and all related record keeping and documentation related to food and nutrition services operations.
- Supervises, coordinates and collaborates with district Food Service Management Company (FSMC) on operations, compliance, increasing food quality and increasing student participation levels when applicable
- Administers the free and reduced-price meals program in a manner that encourages maximum participation and protects the anonymity of students participating in the program
- Visit and monitor school sites to observe and evaluate operational procedures including computer systems, proper sanitation, operation efficiency, quality standards and compliance with Federal and State rules and regulations. Develop and recommend improved methods of preparation and service
- Develops school food menus that meet USDA and CDE dietary guidelines and to ensure meals prepared meet dietary balance, nutritional adequacy and meal pattern compliance in conjunction with FSMC when applicable
- Manages the Food and Nutrition Service program that meets the district's goal of operating on a break-even basis. Provides an annual report on the operations and finances of the Food and Nutrition Services Program with supervisor to the Governing Board
- Participate with districtwide leadership in administering the District Wellness Committee
- Oversees the purchase of all food, supplies and equipment for the Food and Nutrition Services Program. Recommends purchase of new or replacement of capital equipment
- Liaison with outside agencies on such issues as licensing, inspection and other health and safety matters
- Effectively communicate with administrators, teachers, students, parents and other groups to enlist their support and participation in the program. Develop and lead student advisory committees that focus on menus, nutrition and program expansion
- Assist with general business service operations, including facility use, after school sports, and other related tasks. Education and Experience
- Individuals possessing the knowledge, skills and abilities listed above are considered to possess the necessary education
- Create content on monthly food and nutrition newsletters

- Manage student, teachers and parent engagement through surveys, state tests and other food related events.
- Recent experience in school food and nutrition operations demonstrating the required knowledge and abilities recommended
- Experience building successful teams, establishing and maintaining cooperative relationships with school, business and community partners; and possess good communication skills both orally and in writing

KNOWLEDGE OF:

- Principles and methods of school and nutrition services programs including the National School Breakfast and Lunch Programs
- Federal, State and local health laws relating to food services
- USDA and CDE nutritional guidelines
- USDA point of sale computer systems
- Food service safety procedures
- Servsafe Certification

ABILITY TO:

- Plan, coordinate and supervise the activities of a school meal program
- Communicate effectively in verbal and written instructions and reports relating to all aspects of food and nutrition services
- Organize and prioritize work and adjust to changing circumstances
- Maintain records and prepare accurate reports
- Assure compliance with nutritional content and applicable federal regulations and nutrition standards
- Establish and maintain cooperative and effective working relationships with employees, administrative staff, employee representatives, students, parents, and community members
- Operate a computer and assigned software

LICENSE OR OTHER REQUIREMENTS:

- Valid California Driver's License
- ServSafe Certification

WORKING CONDITIONS:

- Office and school site environment
- Driving a vehicle to conduct work
- Seasonal heat and cold or adverse weather conditions
- Constant interruptions
- Exposure to chemicals, solvents and fumes

PHYSICAL DEMANDS IN THE WORK ENVIRONMENT:

- Manual dexterity of hands and fingers to operate equipment
- Hearing and speaking to exchange information
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Sitting, standing or walking for extended periods of time
- Lifting, carrying or pushing or pulling moderately heavy objects (up to 30 pounds)
- Ability to drive to all District facilities, required meetings and conferences

Application can be obtained from the district website:

<http://district.moraga.k12.ca.us/>

or the District Office, 1540 School Street, Moraga, CA (925) 376-5943

For more information, please contact Lisa Crouch at 925.377.4162 or lcrouch@moraga.k12.ca.us



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Moraga School District NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District
Director of Pupil Services
District Section 504 and Title IX Coordinator
(925) 376-5943

For more information:

Equal Employment Opportunity Commission
1-800-669-4000
1-800-669-6820 (TTY)
info@eeoc.gov