

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Farm to School Coordinator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Nutrition Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 22, 2023	<b>SALARY:</b>	E-15/Classified Management Salary Schedule

**BASIC FUNCTION:**

Under the direct supervision of the Director of Nutrition Services or designee, coordinate all District Farm to School programs, including sourcing, outreach, farmer support, and school garden related programs. Implement programs that support schools in providing fresh, locally sourced foods in school meal programs.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, promote and participate in Farm to School educational programs, presentations to students and families and special events to provide students and families access to high quality options and a variety of activities; coordinate events with District staff, food industry representatives, and health organizations as appropriate. *E*

Organize and maintain Farm to School educational material; recommend materials for classroom teachers as appropriate. *E*

Develop and maintain partnerships with local farmers. *E*

Source and promote local food for District school cafeterias (including produce, meat, and fish). *E*

Seek out and communicate with local farms on behalf of the District. *E*

Develop, maintain, and regularly update farm contacts list. *E*

Research, apply, report, and manage Farm to School grants, working with the appropriate administrative services department to create and manage budgets in grant awards; apply for Farm to School grant opportunities; write/co-write grants to secure resources to support Farm to School efforts. *E*

Participate in and lead strategic planning to expand the Farm to School program. *E*

Work with District staff to ensure efficient and effective incorporation of local products into

the school's nutrition and food service operations. **E**

Engage frequently with local farms to maintain awareness of seasonally appropriate food items. **E**

Be responsible for keeping the budget for Farm to School programs; prepare and submit preliminary budget requests and administer program budgets. **E**

Maintain records and develop reports concerning new or ongoing programs. **E**

Maintain awareness of new developments in the Farm to School field; incorporate new developments into program as appropriate. **E**

Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures. **E**

Communicate regularly with the Director, Nutrition Services to ensure mission and goals are achieved. **E**

Coordinate Farm to School activities, guidelines, and events including, but not limited to school garden activities, culinary trainings, and farm field trips. **E**

Develop partnerships with local organizations to establish local farms as a site for field trips, school garden support, training opportunities, youth development, and special events. **E**

Increase capacity of schools to incorporate specialty crops into meals by arranging for specialized training and support to food service workers. **E**

Visit school sites to coordinate training, observe operations, and oversee and confer with staff; monitor and inspect Farm to School activities to assure food quality, quantity, and sanitation and safety practices meet established standards, requirements, and regulations. **E**

Oversee and participate in the receipt, storage, and rotation of Farm to School items; conduct inventories; estimate and order appropriate amounts of produce. **E**

Communicate with students, staff, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns. **E**

Coordinate, attend, and participate in various meetings. **E**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in agriculture or closely related field. A minimum of two (2) years' experience in project management working with farmers and/or school food services. Masters' degree in agriculture or closely related, preferred. Experience in organizing/managing grant-funded programs, especially Farm to School programs, preferred.

Substitution: Additional years of qualifying experience may substitute for the required education on a two-year for one year basis.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; proof of automobile insurance.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Farm to School program

Current nutrition and Farm to School-related programs

Local food systems and sustainable agriculture

Community, regional, state and federal Farm to School resources

Budget preparation and control

Health and safety regulations

Applicable laws, codes, regulations, policies and procedures

Food service organization, operations and activities including the preparation, cooking, and serving of produce items

Methods, practices and procedures of quantity food serving functions

Sanitation and safety practices related to preparing, handling and serving food

General principles, theories and practices of child nutrition

Procurement procedures for Farm to School program in schools

Quality and portion control techniques, practices and procedures

Applicable laws, codes, regulations, policies and procedures

Community relations

Principles and practice of supervision, training and providing work direction

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Record-keeping and report preparation techniques

Mathematic calculations and reporting skills

Operation of a computer and related software and other office equipment

**ABILITY TO:**

Plan, organize and administer the District-wide Farm to School Program

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

- Establish and maintain cooperative and effective working relationships
- Meet schedules and timelines
- Plan and organize work
- Prepare comprehensive narrative statistical reports, related to assigned activities.
- Understand and follow complex oral and written instructions and complete assignment in an independent manner
- Analyze operational problems and recommend and implement program improvements
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction and meet schedules and timelines
- Compose correspondence and written materials independently
- Utilize effective leadership skills that work well within a team setting
- Meet District standards of professional conduct as outlined in Board policies.
- Apply integrity and trust in all situations.
- Actively participate in meeting District goals and outcomes.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

ENVIRONMENT: Farm and Agricultural field environments; kitchen environments, subject to heat from ovens, cold from walk-in refrigerators and freezers, intermittent excessive noise; presentation and community organization meeting settings, including office environment, outdoor community events, and diverse school site environments with varied noise levels; driving a vehicle to conduct work; constant interruptions; repetitive activities.

HAZARDS: Exposure to very hot foods, oils and liquids, kitchen and agricultural equipment and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents, fumes, and pesticides.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information in person and on the telephone, via online video conferencing, and making presentations; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment and a computer terminal; carrying, pushing or pulling food trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; seeing to monitor food service activities, read, prepare various materials, and drive a vehicle; bending at the waist; standing, walking or sitting for extended periods of time; crouching, climbing and balancing.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***