

## FARM TO SCHOOL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for providing support for the Farm to School Program at school involving the school lunch program, school garden and working with Cornell Cooperative Extension. The incumbent also over sees all aspects of local business for fundraising/promotion partnerships. Travel is required for, but not limited to, school sites, food gardens, farm sites, and outreach and community events. The work is performed under the general supervision of the Superintendent. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supports the School Lunch Manager in order to identify supplemental or new local foods or recipes that may be incorporated in the menu; Recruits and develops working relationships with local farmers; Coordinates with distributors; Assists with development and coordination of nutrition promotion activities in the school cafeteria; Create and deliver educational programs and special events including taste testing activities, after school, summer clubs, workshops, harvest celebrations, etc.; Collect, analyze, and report data for program evaluation, including tray waste studies, surveying, and focus groups; Recruit, train, and supervise volunteers to support school gardens, meal programs, and other programming; Communicates with school staff and provides resources; Assists school staff, students, and volunteers with school garden maintenance and hands-on learning; Plans and organizes community and school related events (i.e, local food day, iron chef, etc.), farm visits or other related interactive field trips; Designs outreach materials for use by teacher, parent and community communications; Prepares articles for newsletters; Maintains the website or other modes for outreach; Monitors budget and invoices.

### FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of nutritional values of food; Good knowledge of food preparation and menu planning; Good knowledge of the fundamentals of nutrition as they apply to a school food service program; Good oral & written communication skills; Ability to train and supervise employees; Ability to develop and write clear and accurate reports; Ability to establish and maintain cooperative relationships with all agencies the department conducts business with, including the public; Ability to perform a variety of administrative and organizational tasks; Resourcefulness in handling difficult and pressing problems; Tact and sensitivity towards others; Sound judgment; Emotional maturity; Resourcefulness and initiative; Good powers of observation, perception and analysis; Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nutrition, Culinary Arts, Food Service Management, Dietetics, Agriculture or Environmental Studies, or related field; OR
- B. Graduation from a regionally accredited or New York State registered two year college with an Associated Degree in Nutrition, Culinary Arts, Food Service Management, Dietetics, Agriculture or Environmental Studies; or related field and two years of full time experience or its part time equivalent in institution food management or restaurant management which should involve large quantity food service; OR
- C. Graduation from high school or possession of a high school equivalency diploma recognized by the NYS Department of Education and four years of full time or its part time

equivalent in institution food management or restaurant management which should involve large quantity food service;

D. An equivalent combination of training and experience as indicated in A, B or C above.

SPECIAL REQUIREMENT A valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted: 11/8/21 competitive