

Civil Division: Madison-Oneida BOCES  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Adopted: 08/04/16

## **FARM TO SCHOOL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for providing support for the Farm to School Program at school sites involving the schools' lunch program, school garden and Harvest of the Month Program. The incumbent also oversees all aspects of the Harvest of the Month Program. 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 a School Lunch Manager or School Lunch Director, or other superior. Supervision of others is not a function of this class. The incumbent performs 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 for deliveries;  
Assists with development and coordination of nutrition promotion activities in the school cafeteria, including taste testing activities;  
Communicates with teachers and provides resources;  
Supports school gardens;  
Plans and organizes community and school related events (i.e., local food day or iron chef), farm visits or other related interactive field trips;  
Designs outreach materials for use in teacher, parent and community communications;  
Maintains database of event pictures;  
Provides articles for newsletter;  
Maintains the website or other modes for outreach;  
Assists with revenue strategies and grant opportunities;  
Monitors budget and invoices.  
Facilitates monthly team meetings.

**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 sanitary food handling and storage; good knowledge of the fundamentals of nutrition as they apply to a school food service program; strong written and oral skills; ability to perform a variety of administrative and organizational tasks with a creative approach to problem solving; ability to work with farmers and/or with schools; ability to educate children in multiple settings (classroom, outdoors); ability to work independently with minimal supervision, as well as to collaborate with others in a team setting; resourceful; detail oriented; flexible.

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**MINIMUM QUALIFICATIONS:** Candidates must meet minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York state registered college or university with a Bachelor's degree in nutrition, food and nutrition, food service management, or a related field **AND** one (1) year of experience in a food service production and/or food service distribution field; **OR**
- (B) Graduation from a regionally accredited or New York state registered college or university with an Associate's degree in nutrition, food and nutrition, food service management, or a related field **AND** three (3) years of experience in a food service production and/or food service distribution field.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State driver's license at time of appointment. This license must be maintained throughout appointment.

Adopted: 08/04/16