## F2S_Icon_HIRES.jpg

**Farm2School Coordinator, Farm2School Program**

## SUMMARY

Under general supervision of the Head Cook, assists ISD#1 Rippleside Elementary School [RES] Farm2School Program, including program development, financial oversight, staff support, community development, and public relations; liaison with internal and external partners including local procurement and food educational efforts.

**ESSENTIAL FUNCTIONS**

* Works with farmers to enhance utilization of farm fresh produced foods in the RES school food program.
* Works with RES Head Cook to assure efficient and effective incorporation of local products into food service operations.
* Bring local growers to the monthly Farm2School lunch.
* Coordinate Farm2School events for monthly Farm2School lunch, Minnesota Farm to School month, Taste Testing, Harvest Festivals, etc.
* Leads and coordinates Farm2School programs in support of RES goals; performs duties within scope of authority and training, and in compliance with RES policies.
* Coordinates program operations; monthly lunch menus, internal program promotions within the cafeteria and classrooms.
* Coordinates community development, outreach and public relations programs; and builds relationships with community partners, media, community groups, and non-profit and governmental organizations.
* Promote and market RES Farm2School program; assures effective communication of program offerings; develops promotional materials, e-marketing, and public service announcements; coordinates community outreach and volunteer recruiting programs.
* Maintains absolute confidentiality of work-related issues, records and RES information.
* Other duties or tasks may be assigned on an as-needed basis
* At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

### MINIMUM QUALIFICATIONS

### Education, Training and Experience Guidelines

Bachelor’s Degree in Agricultural Sciences, Natural Resources, or a closely related field; AND four (4) years of professional experience administering public education support programs; OR an equivalent combination of education, training and experience as determined by Human Resources.

##### Knowledge of:

* Applicable policies, procedures and regulations covering specific areas of assignment.
* Rules and regulations of the Minnesota Department of Education and other governing agencies.
* Principles and practices of public sector administrative management, including budgets, accounting, purchasing, customer service and employee supervision.
* State and Federal laws governing public sector grant funding programs.
* Local community resources, agricultural advocacy groups, and regional agricultural programs.
* Personal computers utilizing standard software, and specialized RES and state agency software applications and procedures.
* Principles of record keeping and records management.
* Safety rules and regulations.

**Skill in:**

* Understanding and applying program standards, public sector fund accounting procedures, applicable Federal and state rules and regulations, and RES policies and procedures.
* Using initiative and independent judgment within established procedural guidelines.
* Coordinating and administering educational and school support programs.
* Identifying problems and opportunities, and developing solutions.
* Planning, organizing, and coordinating the work of assigned staff.
* Assessing and prioritizing multiple tasks, projects and demands.
* Providing effective customer service, and dealing tactfully and courteously with the public.
* Establishing and maintaining effective working relationships with co-workers, clients, advocates and representatives from community groups and government agencies.
* Effective verbal and written communication.

**LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Minnesota State Driver’s License may be required.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment which requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. A job in this category may require walking or standing to a significant degree or may involve sitting most of the time with long periods of computer work and heavy phone usage.