



<b>Title</b> <b>Healthy School Food Coordinator</b>		<b>Department</b> <b>Catering &amp; Facilities Management</b>	<b>Post Ref.</b>
<b>Job Purpose</b>  <ol style="list-style-type: none"><li>1. To deliver and promote the uptake of UIFSM &amp; FSM across the NCC school estate, to all stakeholders, including schools and parents.</li><li>2. To promote the benefits of a healthy lifestyle to children and young people, through encouraging the right food choices at school and at home.</li></ol>			
<b>Key Responsibilities</b>  <ol style="list-style-type: none"><li>1. Facilitate and support networking centred on school food, through which a whole school approach can be established and promoted.</li><li>2. Working with partners to deliver a healthy eating focus</li><li>3. To deliver pre-designed school food communications aimed at children and young people as well as teachers, parents and carers through pre-planned visits to schools.</li><li>4. To be part of 'field to fork' visits to develop children's awareness and interest in food sources and where possible to develop a vegetable garden in schools</li><li>5. Distribute promotional materials to develop an understanding of UIFSM and FSM through flyers, activities and presentations</li><li>6. Work with school catering operational management colleagues in project delivery.</li><li>7. Work with Food Development colleagues and suppliers to promote new products and plan school visits.</li></ol>		<b>Key Accountabilities</b>  <ol style="list-style-type: none"><li>1. Ensure all schools who purchase NCC's Catering Services benefit throughout the lifespan of this project.</li><li>2. Engagement/ communications plans meet the priorities of Public Health colleagues as well as School Operations and Food Development.</li><li>3. Monitor how effective student participation is by means of monitored feedback. Gain positive feedback from children, young people, parents/ carers and teachers (both quality and quantity).</li><li>4. Demonstrable improvements in knowledge of healthy eating and origins of food amongst student groups worked with</li><li>5. Ensure consistency of message throughout the project</li></ol>	

<p>8. Work closely with the school chef and team to make this project a success</p> <p>Work with early years practitioners in Children's Centres and Independent Childcare Providers to promote the uptake of healthy school meals to parents</p>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<b>Education and Knowledge</b>  1. NVQ Level 3 or equivalent 2. General appreciation of the government’s School Food plan and Nutritional Food Standards 3. A general knowledge of school food catering	<b>Personal skills and general competencies</b>  1. Puts into practice the Council’s commitment to excellent customer care. 2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 3. Works well with colleagues but also able to work on their own initiative. 4. Shares the Council’s commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.
<b>Experience</b>  1. Confidence to present to varying groups of adults and children 2. Experience of maintaining detailed information 3. Effective communication skills 4. Ability to work to deadlines 5. Enthusiastic outlook on healthy food	
<b>Role Dimensions</b>  1. No financial responsibility 2. No direct reports	
<i>Please attach a structure chart</i>	

Date 7<sup>th</sup> August 2019