

**Orangeburg County**

**Title: After School Snack Coordinator**

**Class Code: A020**

FT

PT

Exempt

Non-Exempt



*It's a great day in...*

**ORANGEBURG  
COUNTY**

*We are here to serve you!*

### **General Description**

The purpose of this position is to supervise and fill the snack needs of the After-School Program. Oversee the procurement and dispersal of snacks to their designated locations. Responsible for choosing snacks that fit the appropriate nutritional guidelines.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

### **Duties and Responsibilities**

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Prepare snacks according to the Federal, State and County nutritional and sanitary guidelines.
- Cleans, sanitizes and prepares snack areas and equipment.
- Takes inventory of supplies and groceries and place orders as needed. Ensure the program has sufficient snacks for disbursement.
- Monitors children in the after school programs.
- Reconcile monthly procurement receipts
- Keep up to date with the latest nutritional guidelines for snacks.
- Performs other duties and related work as instructed and assigned.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires one (1) year of experience in food handling, nutrition or food preparation; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

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**Physical Demands:**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment):**

- None.

**Special Certifications and Licenses:**

- None.

**Americans with Disabilities Act Compliance**

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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I have read the above duties associated with the position of After School Snack Coordinator. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

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**Print Employee Name**

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**Date**

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**Employee Signature**

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**Date**

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