

Job Description

JOB TITLE: **FOOD SERVICE COORDINATOR**

DEPARTMENT: Food Service

TYPE OF POSITION: Classified

REPORTS TO: Superintendent, Business Manager and Principals

SUMMARY: Plans and directs Food Service Department to provide student meals and services that meet State, Federal requirements.

ESSENTIAL FUNCTIONS:

Interview, recommend for hire and train employees for food services.

Oversee the school lunch program in all buildings.

Plan varied menus to insure that food is appetizing and nutritionally suitable for students and distribute menus to each school.

Purchase supplies needed for planned menus.

Supervise the planning and preparation of any special meals required for district sponsored events. (Staff Breakfast, Professional Development, etc.)

Handle all aspects of the USDA Commodity Food. (Diverting product, bid work and ordering.) Do monthly verification of K-12 and Processor Link Commodity transactions.

Conduct Head Cook meetings to keep staff informed of changes in the lunch program.

Plan and conduct in-service trainings for Food Service Staff.

Plan and conduct Food Committee meetings with students.

Inspect food and food preparation to maintain quality standards and sanitation regulations as required by USDA and County Health guidelines. Supervise and coordinate activities of workers who prepare, cook and serve food and clean premises.

Investigate and resolve food quality and service complaints.

Monitor financial transactions to ensure efficient operation within budget limitations.

Work with Maintenance Director to assure kitchen equipment is operating correctly.

Prepare and submit in a timely manner, accurate worksheets and reports to the Administration.

Check bills and purchase orders for accuracy before presenting to the Treasurer for payment.

Prepare and submit monthly free and reduced reimbursement requests.

Submit monthly Head Start invoices.

Work with the Treasurer to submit annual report.

Serve on the school Wellness Committee.

Coordinate all aspects of the summer lunch program.

Purchase supplies for Athletics, PTA etc. as requested.

Perform other duties as assigned by Administrators.

SUPERVISORY RESPONSIBILITIES: Directly supervise employees in the food service department. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS:

EDUCATION and /or EXPERIENCE: High School Graduate, Dietary Degree or past School Foodservice Management experience.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals and governmental regulations. Possess the ability to write reports, menus and business correspondence. Effectively present the information and respond to questions from Administrators, School Board Members, faculty and parents.

COMPUTER SKILLS: Proficient in Microsoft Word, Excel and understanding of school lunch Point of Sale Equipment.

MATHEMATICAL SKILLS: Ability to work with concepts such as fractions, percentages, ratios and proportions to recipes and practical situations.

PYSICAL DEMANDS: Must occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 25 pounds. Must be able to use the following machines, tools and equipment which may be representative, but not all inclusive, of those commonly associated with this type of work: all cafeteria food preparation equipment, copier, computer and fax machine.

TERMS OF EMPLOYMENT: Length of year and rate of pay to be determined by the School Board of Trustees.