

Food Services Coordinator

Full time with benefits

Compensation:

Year 0 - \$17.05 – 8 hours per day, 200 days per year

Year 1 - \$17.26 – 8 hours per day, 200 days per year

Year 2 - \$17.65 – 8 hours per day, 200 days per year

Year 3 - \$18.10 – 8 hours per day, 200 days per year

Qualifications:

- 1) Associates in Nutrition Service Field, preferable
- 2) Experience with National School Lunch Program (NSLP)
- 3) Knowledge of/Experience with Nutrition and Food Preparation Guidelines
- 4) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Superintendent and/or Designee

Job Goal:

The Food Services Coordinator oversees all aspects of the district NSLP operation. The job functions include administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the NSLP. Food Services Coordinator is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Performance responsibilities:

1. Customer Service
 - Establishes quality standards for the presentation and service of food.
 - Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.
2. Sanitation, Food Safety, and Employee Safety
 - Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
 - Develops and integrates employee safety regulations into all phases of the school food service operation.
 - Establishes procedures and policies for risk management.
3. Financial Management and Recordkeeping
 - Establishes measurable financial objectives and goals for the NSLP.
 - Manages the NSLP using appropriate financial management techniques.
 - Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
4. Food Production
 - Develops procedures to ensure the food production system provides safe, nutritious food of high quality.
 - Ensures operational procedures for efficient and effective food production and distribution.
5. Procurement
 - Implements a cost-effective procurement system.
 - Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
 - Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.
6. Program Accountability
 - Ensures NSLP compliance with all local, state, and federal laws, regulations, and policies.
 - Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
 - Develops guidelines for providing services in response to disaster or emergency situations.
7. Nutrition and Menu Planning
 - Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
 - Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the NSLP.
 - Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
8. General Management
 - Employs management techniques to maintain an effective and efficient NSLP.
 - Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of School Trustees.
 - Implements policies and procedures to ensure the effective operations of NSLPs.

- Develops a long-range program for establishing professional status for the NSLP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

9. Personnel Management

- Implements personnel policies and procedures for the NSLP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.

10. Facility Layout and Design and Equipment Selection

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

11. Environmental Management

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the NSLP that is effective, economical, and environmentally safe.

12. Marketing

- Develops a marketing plan to attract students, parents, and school community.
- Conducts an on-going evaluation of the marketing plan.

13. Computer Technology

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

14. Nutrition Education

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the NSLP as a resource for expertise in the development and presentation of nutrition education materials and activities.

15. Other

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality NSLP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served