

### FOOD SERVICE COORDINATOR

#### JOB PURPOSE STATEMENT

The job of "Food Service Coordinator" is done for the purpose/s of supervising food service personnel at a central kitchen to perform their functions in a safe and efficient manner; coordinating food services at various sites that meet the mandated nutritional needs of students; ensuring transport and availability of food service items to various sites; providing written support to convey information; and complying with mandated health requirements.

#### ESSENTIAL JOB FUNCTIONS

- Assists Director of Food Services for the purpose of supporting the Director in completion of their work activities.
- Coordinates activities of site operators for the purpose of providing efficient food services at school sites in compliance with mandated nutritional and health requirements.
- Coordinates food service schedules and menu planning (site and catered events) for the purpose of providing meeting mandated nutritional requirements and district needs.
- Coordinates with students, staff, parents and food service personnel for the purpose of promoting good eating habits, nutrition and school food services.
- Directs the transport and delivery of hot and cold food, snacks, etc. for the purpose of ensuring availability of food service items and meeting the mandated nutritional requirements.
- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items.
- Manages central kitchen operations (i.e. personnel, facilities and meal planning) for the purpose of providing meals that meet mandated nutritional requirements in accordance with regulatory standards.
- Oversees the preparation, cooking and serving of food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Prepares documentation (e.g. transport records, transfer sheets, meal program records, daily cash reports, inventory reports, etc.) for the purpose of providing written support and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.

## CLASSIFIED

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- Reconciles transactions for the purpose of balancing accounts and adhering to accounting practices.
- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Responds to the inquiries of vendors for the purpose of providing for testing new products.
- Supervises food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Trains food service workers and/or volunteers for special events for the purpose of providing direction and guidance.

### OTHER JOB FUNCTIONS

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### JOB REQUIREMENTS - QUALIFICATIONS

#### KNOWLEDGE, SKILLS, AND ABILITIES

**KNOWLEDGE** to perform basic math including fractions, percents, and ratios; to read technical information, create and/or compose documents and/or participate in panel discussions; to solve practical problems and deal with a variety of concrete variables. Specific knowledge of menu planning and mandated nutritional requirements.

**SKILLS** to perform multiple specialized technical tasks. Specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational background; operate equipment used in Central Kitchen; operate standard office equipment including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records.

**ABILITIES** to deal with a level of complexity of tasks that require significant processing of data; controlling sequences of equipment operations; coordination of other person's schedules and/or activities; flexibility with equipment and people; using a wide diversity of equipment; interaction with persons and/or agendas that frequently change; discretion, independent action and/or judgment with regards to using data and working with people. Specific abilities to adhere to safety practices; be attentive to detail; meet deadlines and schedules; work under time constraints; understand and implement district administrative procedures.

### RESPONSIBILITY

In relationship to - people includes developing, directing and/or managing; financial matters is supervising the use of funds. Resources required to perform job functions are of significant scope.

## **CLASSIFIED**

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Work is generally not reviewed in detail.

### **WORKING ENVIRONMENT**

The job functions are generally performed in an indoor/central kitchen environment with the requirement to have the following significant physical abilities: lifting/carrying/pushing/pulling; stooping/kneeling/crouching; reaching/handling/fingering/feeling; sensory speaking/ hearing/visual.

### **EDUCATIONAL REQUIREMENTS**

Community college and/or vocational degree (e.g. Food Services Manager Training Certificate). Additional qualifying experience may be substituted for the education on the basis of one year experience for 30 semester (45 quarter) units of course work.

### **EXPERIENCE REQUIREMENTS**

Job related experience within specialized field with increasing levels of responsibility.

### **LICENSING, CERTIFICATIONS, TESTING REQUIREMENTS**

Fingerprint/criminal justice clearance; Tuberculosis clearance; Valid driver's license and evidence of insurability; San Diego County Food Handler's Certificate; a 16-hour SERVSAFE® Food Protection Manager Certification must be obtained within the initial probationary period.