

TITLE: ***COORDINATOR – SCHOOL FOOD SERVICE FIELD***

QUALIFICATIONS:

1. High school diploma or equivalent (associate degree in nutrition, dietetics or related field preferred) and five (5) or more years of successful experience as a school food service manager.
2. Completion of the Food Production/Equipment Use & Care course, or the equivalent from a vocational school or college.
3. Successful completion of the School Food Service Manager Intern Program.
4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Conducts on-site reviews to monitor policies covering all phases of the District food service program including, but not limited to, meal count and claiming system, expenditures and revenues, sanitation and competitive food rules.
2. Supervises, organizes and enforces continuity of procedural tasks throughout the District by monitoring sites in an assigned area.
3. Develops and monitors food budgets for assigned sites.
4. Develops and monitors corrective procedures related to financial statements at specific sites.
5. Assists principals and managers in personnel placement and adjusts staffing based on established labor hour formulas.
6. Assists in developing strategies to improve productivity.
7. Conducts on-site reviews of free and reduced price meal procedures at assigned sites according to federal regulations.
8. Serves as a liaison between customers, cafeteria managers and principals.
9. Plans, develops, and conducts food service manager meetings as well as intern training classes.
10. Provides technical assistance regarding personnel issues to District administrators, cafeteria managers and related agencies.
11. Provides on-site training to employees and managers pertaining to, but not limited to, the following: sanitation and safety, food preparation, National School Lunch and Breakfast Programs and equipment operation.
12. Monitors the Summer Food Service Programs in assigned areas; performs site visitations and site reviews; completes/reviews market orders for each school site; and assists with staffing, meal service procedures and other food supply procurement needs.
13. Coordinates the opening of new school cafeterias, which includes, but is not limited to, ordering, staffing, budgeting and training responsibilities.
14. Assists schools in preparing for audits.
15. Performs special assignments to include, but not limited to, tracking and ordering capital equipment and equipment repairs; providing technical support; analyzing reports, and tracking financial and budgetary actions.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/28/06
Salary Level: 16
Salary Range: \$40,187 - \$70,471
Bargaining Unit: M
Responsible to: Manager

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.