

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Services Coordinator

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY: Under the general supervision of the Director of Food Services, the Food Services Coordinator assists in the oversight, management and administration of the District's food service programs. The Food Services Coordinator conducts on-site inspections of kitchens and cafeterias to monitor food storage, preparation, production, safety and sanitation to ensure compliance with District, federal and state regulations and policies. The Food Services Coordinator implements menu and recipe planning and preparation to ensure compliance with nutritional content and applicable federal, state and local regulations and nutrition standards, and monitors the ordering and storage of food and supplies for District kitchens and serving locations. The Food Services Coordinator assists in the training and supervision of assigned Food Services personnel, and evaluates Food Services staff as assigned by the Director of Food Services.. This is a twelve month position.

ESSENTIAL FUNCTIONS:

1. Coordinates, supervises, trains, and evaluates all Food Services staff, including kitchen supervisors and workers, clerical staff, warehouse and delivery staff. Supervises Food Services staff in the absence of the Director of Food Services.
2. Assists in the selection or recommendations for employment or assignment of all Food Services personnel.
3. Assists in the planning and prioritization of work schedules of Food Services personnel.
4. Conducts staff meetings to facilitate communication, establish routines, report issues, and solve problems.
5. Conducts routine inspections of all Food Services facilities and operations for safety, cleanliness, including employee use of Personal Protective Equipment. Visits, observes, and monitors school kitchens and serving areas to ensure compliance with District menu plans, state and federal nutritional and serving size requirements, and appropriate food storage and rotation of stock. Reviews quality and portion control at serving locations, and methods used for the storage of food to ensure the efficient use of food and supplies.
6. Assists with the development and implementation of menus and recipe standards in accordance with established nutritional requirements, and coordinates menu cycles for serving locations.
7. Serves as a resource for kitchen supervisors, and provide expertise and guidance concerning ordering of commodities, recipe substitutions, and maintenance of sanitary conditions for the storage, preparation and serving of food.
8. Maintains current knowledge of state and federal regulations, nutritional standards, and record keeping requirements related to school meal programs.
9. Operates standard office equipment and software, and maintains records required by local, County, State, and Federal Agencies. Prepares and maintains a variety of records, reports, files, and filing systems, both of a routine or of a confidential nature, to ensure documentation in accordance with federal, state, and local laws and district policies and procedures. Periodically updates the Food Services website to reflect current information.
10. Investigates and resolves departmental complaints.

11. Responds to inquiries via telephone, in person, mail, and e-mail, and answers questions regarding Food Services and nutritional issues. Meets with school district employees, students, officials, and the public regarding Food Services issues, problems, and needs.
12. Attends workshops and meetings to maintain current standards of state and federal nutritional requirements, regulations, and other issues related to food service.
13. Assists in the procurement of Food Services materials, equipment, and supplies, including obtaining bids from vendors.
14. Conducts and supports activities for students, staff, and community members in nutrition education programs. Ability to maintain cooperative working relationships with those contacted in the course of work.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to carry out oral and written directions, and read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. At least two years of successful work experience in food service institutional meal preparation is required, including one year of supervisory work experience in the food services field, preferably in a school setting. College credit in nutrition related course work preferred. Must pass the District's pre-employment physical. Must hold or be able to obtain a current Serve Safe certification. A valid California driver's license is required.

SKILLS AND QUALIFICATIONS:

1. Ability to plan and administer a District-wide Food Services program.
2. Knowledge of and ability to read and interpret laws and regulations governing school district nutritional programs.
3. Ability to train employees about food safety best practices and facilitate employees obtaining food handling certification.
4. Knowledge of federal and state requirements of school food programs as applied to food services, and sanitation and safety procedures related to school cafeterias, in particular food preparation, storage, and serving.
5. Knowledge of principles and methods of planning and preparing meals in large quantities in a school setting.
6. Knowledge of District procedures used in ordering, receiving, storing and inventorying food, supplies and equipment.
7. Knowledge of menu analysis as related to nutritional content and menu development.
8. Ability to make mathematical calculations with accuracy and generate computer spreadsheets as a management tool.
9. Knowledge of computer applications related to food service record keeping, meal planning and nutritional analysis, ordering of commodities, and statistical reports regarding meal programs as required by federal and state regulations.
10. Knowledge of supervisory principles for providing work direction and guidance to Food Service employees in order to maintain an effective operation.
11. Ability to anticipate, recognize, evaluate, and control health hazards in the work environment.
12. Knowledge of operating policies, rules and procedures of the school district.

13. Knowledge of District employee orientation and safety training programs, and the standards used to ensure employee safety.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into computer terminal, operate standard office equipment, and use electronic communication devices.
3. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
6. Bend, squat, stoop and/or climb for extended periods of time.
7. Lift and/ or carry up to 50 pounds to waist height for short distances.
8. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
9. See and read a computer screen and printed matter with or without vision aids.
10. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
11. Hear and understand speech at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

The Food Service Coordinator will be required to work indoors in a standard office or kitchen environment, and may come in direct contact with District staff, students, parents and the public. Employees in this position will travel to school sites, and may occasionally perform duties and responsibilities that occur outside school buildings and facilities at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment and the kitchen/cafeteria environment. Must wear closed toe shoes, meet uniform requirements, and wear protective and/or hygienic equipment or clothing as required by particular assignments.

DAYS OF SERVICE: 225 Days

SALARY: LME Salary Range: 23

BOARD APPROVED: 10/10/17
12/12/17 (Salary Only)