

**JOB TITLE: FOOD SERVICE COORDINATOR**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To coordinate the operations of a large central kitchen and cafeteria; to coordinate and direct the preparation of state and federally approved meals for on-site serving and for transporting to satellite/bake kitchen cafeterias; and to coordinate the food service operations at assigned site. Employees in this classification receive indirect but consistent supervision from the Director of Child Nutrition Services and within a framework of standard policies and procedures. This job class is responsible for the timely, safe, and efficient preparation, serving, and delivery of nutritional meals to satellite/bake cafeterias. This job class requires in-depth technical and coordination skills as well as a high degree of organizational skills.

**TYPICAL DUTIES**

- Organizes, and assists in the preparation of food in large quantities for on-site serving and transporting; following district menus
- Assists staff in preparing, serving, and packing all types of foods and in washing and cleaning kitchen equipment, areas, and utensils
- Orders, issues, and accounts for food stuffs and supplies
- Coordinates and trains assigned personnel and oversees student helpers on-site
- Ensures that work site is maintained and operated in a safe and sanitary manner; training assigned staff in the appropriate health and safety regulations and monitoring conditions and procedures at all times
- Maintains on-site storeroom and conducts monthly inventories
- Confers with Food Service Director regarding menus, records, procedures, and general operations of assigned sites regularly
- Prepares and submits daily reports of supplies and stores used, numbers of pupils and school personnel served, production worksheets, and lunch forecasts
- Cleans and returns utensils used to the proper storage place
- Maintains appropriate and required records and logs; ensuring the proper completion, processing, and documentation for required reports
- Follows district's planned menus and utilizes left over food in such a manner that there is no waste
- Operates and maintains kitchen equipment and appliances in a safe and effective manner
- Coordinates and participates in government regulated food service programs; ensuring guidelines are followed and requirements are met
- Attends food service coordinator's meeting monthly or as requested
- Performs other related duties as required

**FOOD SERVICE COORDINATOR**  
MINIMUM QUALIFICATIONS

- Knowledge of the proper procedures, methods and equipment used in the ordering, storing, preparation, cooking, packaging, and distribution of large quantities of food for institutional food service operations
- Knowledge of proper food service sanitation and safety requirements
- Knowledge of basic business methods including proper record keeping, inventory control, and report writing
- Knowledge of basic mathematical calculations
- Skill to understand and follow directions in an independent manner
- Skill to direct and coordinate a large food service operation
- Skill to direct and coordinate the timely and efficient distribution of large quantities of prepared meals to other locations
- Skill to effectively estimate the amount of food stuffs and non-food items needed for future food preparation and service
- Skill to train and coordinate the work of others
- Skill to compile and maintain adequate and accurate financial/statistical records and prepare required worksheets and reports
- Skill to effectively communicate in both oral and written form
- Skill to operate and maintain a variety of commercial food service appliances/equipment in a safe and sanitary manner
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties