

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

FOOD SERVICE COORDINATOR II

POSITION: Food Service Coordinator II

REPORTS TO: Director of Food and Nutrition Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

Under the direction of the Director of Food and Nutrition Services this position is responsible for the proper operation of child nutrition programs in St. Mary's County Public Schools. Monitors, assesses, corrects and improves food service operations to meet nutritional goals, sanitation standards and financial objectives of the program. Ensures the policies and procedures of the Department of Food and Nutrition Services are properly implemented and followed.

ESSENTIAL FUNCTIONS:

- Utilize personal vehicle to make site visits to schools to perform periodic reviews of schools' food service operations;
- Evaluate each school site for effective and efficient operation of school meal programs;
- Consult with school administrators on food service related issues;
- Provide leadership to effect changes in staff behavior and performance that is consistent with program goals and vision statement. Provide corrective disciplinary actions to improve staff performance as required;
- Complete periodic evaluations of assigned personnel;
- Coordinate and conduct a hiring panel and make an employment recommendation;
- Provide training and technical assistance to schools in all phases of food service including food production and service, inventory procedures and control, staffing and work simplification, cash control and methods of cost containment; and
- Provide feedback on food service operations to the Director of Food and Nutrition Services.

DUTIES AND RESPONSIBILITIES:

- Ensure each cafeteria is adequately staffed daily;
- Monitor compliance of school meal programs in assigned schools;
- Provide feedback and training to food service managers and staff;
- Recognize personnel for commendable performance;
- Ensure correct point-of-sale and cash collection procedures are followed;
- Audit daily sales activity records;
- Recap monthly inventories;
- Complete periodic evaluations of personnel;
- Process meal benefit applications and certify students for free and reduced-price meals;
- Increase student participation in school meal programs using promotional activities and events;
- Assist with specifications for new food service equipment;
- Provide for emergency response during weather or disaster related events; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with course work in food service management or related field along with three years of work experience in school food service. Other combinations of applicable education, training, and experience will be considered.
- Possess intermediate skill in using Microsoft Office products.

- Excellent interpersonal and communications skills are a must.
- Use of personal vehicle is required.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA