

**OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: FOOD SERVICE COORDINATOR

SALARY LEVEL:	Step 8	DIVISION:	Classified
DEPARTMENT:	Food Services	LOCATION:	School Site
REPORTS TO:	Cafeteria Supervisor		
APPROVED BY:	Board of Trustees	DATE:	2/4/2009

SUMMARY: The food service coordinator performs general cafeteria duties, and accounts for money collected for all programs within the satellite kitchen sites following the HACCP Food Safety Program and School Wellness Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Include the following. Other related duties may be assigned.*

- Assists the manager in most areas of cafeteria operation.
- Serves and prepares all food required for all school breakfast and lunch programs.
- Operates the school snack bar by ordering all items sold, stocking shelves, maintaining an inventory of supplies, selling items, supervising student workers, and maintaining records for all sales.
- Collects start up money from safe and distributes to each POS register for operation.
- Counts all monies received at site, wraps coins and prepares daily deposit.
- Operates all food preparation equipment in a safe manner.
- Operates POS system including close out procedures for POS register.
- Washes and cleans equipment, food preparation areas and cafeteria tables, as needed, while maintaining the highest possible standards of sanitation.
- Ensure that KIOSK is cleaned daily and vending machine is wiped down and cleaned.
- Trains and works with student helpers.
- Assist with the training of cafeteria substitutes.
- Place and check orders, report any discrepancies.
- Cooperates and communicates with other school staff, parents, and students to promote a positive school climate.
- Shelves individual commercial cans of food and other foodstuffs
- Takes inventory including end of the month inventory
- Prepares large quantities of food with attention to economy and efficiency..
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Assist and/or coordinates with ordering food/supply including all beverage/snack vending machine orders.
- Stocks snack and beverage vending machines.
- Transports freight delivery, unload items and ensure all items are checked in.
- Performs related work, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); two year's related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:

California Driver's License (required by the first day of service)

First Aid Certificate must be acquired during the employee's probationary period.

California Department of Motor Vehicles printout of the employee's driving record may be required

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to wet/or humid conditions and extreme heat. The noise level in the work environment is usually loud.