Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **FOOD SERVICE OPERATIONS COORDINATOR**
Department: Food Services
Reports To: Food Service Director

SUMMARY:
To supervise and coordinate the operations of the Food Services department; to assign, schedule, and review the work of Food Services staff; to keep assigned areas in a clean and orderly condition; to work with staff, students and parents in resolving Food Services needs; and to do related work as required.

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for providing leadership, training, and overseeing work assignments of Food Services staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is not restrictive as to duties required.)

- Assists with overseeing and coordinating the daily operation of the District's Food Services program.
- Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- Assists the Food Service Director with the development and presentation of training.
- Orders, maintains inventory and organizes site food, supplies and equipment, determine appropriate stock levels.
- Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appreciation and safety.
- Supervises work schedules, menu productions, ala carte sales, and food preparations for district and site functions as directed.
- Assumes responsibility, under guidance of the Food Service Director, for the quality and quantities of food needed to meet USDA, state, and district menu requirements.
- Supervises staffing needs at sites within established labor formula.
- Participates in the interview and selection process for Food Services staff
- Participates in the procurement process including finding and evaluating new food items, equipment, and products used in the operations of the Food Services department
- Creates and maintains accurate records pertaining to nutrition services operations as required.
- Handles special assignments as assigned by the Food Service Director
- Estimates appropriate quantities of food and the number of staff needed to prepare assigned recipes and food items within established time constraints, ensuring that no overages/shortages occur.
- Periodically receives and stores deliveries of food and supply items.
- Responsible for food and supplies security including revenue.
- Plans work schedules; arranges for substitutes when required.
- Audits, approves, and maintains employee time records.
- Participates in menu planning that conform to Federal regulations and provides nutritional and appetizing foods.
- Evaluates meal costs and recommends changes as appropriate.
- May work with student, parent, and other groups regarding the provision of Food Services for special events and concessions. Consults with district administrators and other concerned groups regarding the Food Services program.
- Develops and recommends changes in Food Services program policies and procedures.

SUPERVISORY RESPONSIBILITIES:
Supervises a minimum of 30 food service workers.

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.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED) required. Minimum of one year of recent experience (within the past 5 years) in a large-scale food service operation, with experience in school food service required.

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-one-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:
Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules. Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

LICENSES:
Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.
ServSafe Manager Certificate or ability to attain one within 90 days of hire.

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. Ability to occasionally lift and/or move up to 50 pounds such as milk crates, frozen food, canned food etc. 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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color 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.

The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.

Board Approved 5/07/2024