

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS – SUPPORT STAFF

1819- Food Services Coordinator

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JOB TITLE: FOOD SERVICES COORDINATOR

REPORTS TO: Food Services Office and Accounting Manager

NATURE AND SCOPE OF JOB:

The Food Services Coordinator under general supervision shall support senior management by coordinating all staff related matters pertaining to such areas as; attendance, payroll, substitutes, leave requests, job postings, conferences, union issues and other duties deemed appropriate by the Director or his/her designee. The Food Services Coordinator will work collaboratively with other administrative personnel, cafeteria workers and the community.

QUALIFICATIONS:

The Food Service Coordinator shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two (2) years of experience in a related secretarial or office position.
3. Demonstrate excellent secretarial, organizational, data management and filing skills.
4. Be proficient in the use of Microsoft Word, Excel, and PowerPoint.
5. Have at least one (1) year experience in working with district's staff attendance programs.
6. Demonstrate appropriate telephone etiquette.
7. Must be able to maintain staffing confidences when required.
8. Have the ability to handle and prioritize multiple tasks.
9. Have the ability to recognize problems, recommend and implement solutions with minimal supervision.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Have excellent interpersonal and communication skills.
12. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.

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13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Perform such other job responsibilities as may be assigned by the Director of Food Services or his/her designee.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Food Services Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and the policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Food Service Coordinator shall:

1. Assist in the preparation of reports, spreadsheets, letters and other pertinent documents as deemed important by the Director or senior management.
2. Hold as confidential when required by the Director or senior management any or all union and/or staffing matters.
3. Retrieve employee information from the Edumet system as necessary to complete daily attendance.
4. Assign on a daily basis all cafeteria substitutes as necessary to fill absentee positions.
5. Maintain on daily basis employee call-out sheet while keeping track of employee tardiness and/or suspicious/excessive absenteeism.
6. Maintain and update periodically substitute placement log.
7. Maintain and update periodically employee leave of absence log.
8. Maintain and update periodically cafeteria staff assignment report and employee demographics log.
9. Maintain and update periodically employee seniority report.
10. Maintain, update, keep organized and purge as necessary all employee files.
11. Compile, record and keep on file all Board of Health Inspection reports.
12. Receive, review, record, seek approval and file doctor's notes, worker's compensation claims, and all types of leave requests inclusive of bereavement and jury notices.
13. Generate job postings as vacant positions become available.
14. Compile and log all letters of interest from prospective candidates applying for job postings.
15. Complete all Personal Transaction Forms as necessary and hold confidential all outcomes.
16. Prepare employment verification letters as necessary.
17. Compile, review and submit semi-annually all employee perfect attendance applications.

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18. Assist senior management in gathering all data needed for state and local audits as required.
19. Order, keep track and keep organized all office stationary supplies.
20. Create and maintain a clean and positive culture and climate within the department by organizing group functions, decorating office for holidays and recognizing special events such as employee birthdays, weddings, or retirements.
21. Notify staff of all employee passing's.
22. Assist when necessary with the sorting and compiling of invoices.
23. Collect and review all substitute applications and work with applicant to complete hiring packet.
24. Organize and facilitate new hire orientations.
25. Assist when necessary with the sorting and compiling of employee timesheets.
26. Handle routine requests from senior management for information, word processing, spreadsheets, power-point presentations, proofing letters and responding to employee questions as required.
27. Assist in the scheduling, preparing agendas, and gathering of materials for all staff meetings, in-services and other workshops, take minutes as required.
28. Ensure all official communications from the office whether in writing or verbally meet proper written and oral English standards.
29. Greet visitors, answer and screen telephone calls in a pleasant and efficient manner.
30. Maintain an efficient and well organized electronic and paper data collection and filing system.
31. Make recommendations for, and manage the implementation of, a continual cycle of process and procedural improvement, to enhance the efficiency and effectiveness of the department.
32. Work cooperatively with staff in other offices to ensure the smooth exchange of information and to support the decision-making process at all levels of management.
33. Create and foster a positive atmosphere between food service personnel, students, parents, faculty, administrators and others.
34. Maintain a safe working environment and operate electronic and other equipment needed to perform job functions and responsibilities.

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35. Participate as required in workshops, presentations, and staff in-service meetings.
36. Continue to grow professionally by attending PD trainings and working collaboratively with colleagues.
37. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school.
38. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility and pride in the education profession.
39. Perform any duties that are within the scope of employment, as assigned by the Assistant Superintendent of Academic Support and not otherwise prohibited by law or regulation.
40. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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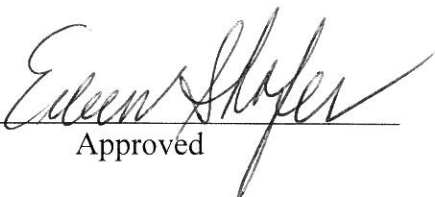
ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Food Services Office and Accounting Manager shall evaluate the Food Services Coordinator in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

8-7-2019
Date