



Excellence for all.

Job Title: Food Service Coordinator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Assistant Superintendent, Business Services and/or assigned designee perform various food service worker duties and oversee activities of food service workers at various District locations; perform general accounting and clerical duties related to the food service program; train and provide work direction to assigned personnel.

Distinguishing Characteristics:

The Food Service Coordinator oversees and participates in the food service program at various District locations to ensure safe and efficient performance of Food Service Worker assignments. Provides orientation training for new Food Service Workers and substitute workers. The Food Service Worker classification is the experienced level class responsible for more technical food service activities such as cooking and baking. The Lead Food Services Worker classification transports food, and/or oversees operations at an assigned school. The Food Services Assistant classification is the entry-level class in this series.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Oversees and participates in the food service program at various District locations to ensure safe and efficient performance of food service worker assignments.
- Performs general accounting and clerical duties related to the food service program.
- Analyzes, prepares, and maintains general accounting records for the food service program.
- Trains and provides work direction to food service workers at various District locations; inspect work of food service workers at various District sites to assure timely and efficient completion of assignments and compliance with safe food handling; trains food service workers in proper work methods and procedures.
- Provides orientation training for new food service workers and substitute food service workers.
- Oversees delivery of prepared food to all District locations.
- Oversees and ensures proper storage of food at all District locations.
- Prepares and serves food to students as assigned.
- Oversees and maintains accurate count of food and milk usage at all District locations.
- Maintains safe and orderly flow of students through service lines.
- Oversees all work and serving areas to ensure clean, sanitary, and safe conditions at all District locations.
- Oversees completion of daily menu production worksheets at all District locations.

Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Food heating procedures.
- Sanitary procedures.
- Correct food storage procedures.
- Safe use and maintenance of kitchen ovens and utensils.
- Basic accounting and bookkeeping.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Basic first aid techniques.
- Principles and practices of training and providing work direction.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Uses convection oven to heat prepared food.
- Sets up serving areas.
- Serves food to students.
- Learns nutritional values of food items.
- Maintains a sanitary kitchen environment.
- Performs basic mathematical calculations.
- Uses an adding machine to perform necessary calculations.
- Performs basic record keeping.
- Establishes and maintains effective and cooperative working relationships with others.
- Maintains records and prepares reports.
- Administers basic first aid.
- Oversees and inspects the work of others.
- Trains and provides work direction to others.
- Observes legal and defensive driving practices.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and two years general experience in the service of prepared foods. Successful completion of the Merit examination process is required.

Licenses and other requirements: Food Safety Certification. Valid California driver's license.

Working Conditions:

Environment: Office environment. Cafeteria and kitchen environment. Drive a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Dexterity of hands and fingers to operate food service equipment and prepare food items. Seeing to read a variety of materials. Standing for extended periods. Bending at the waist, kneeling, or crouching to lift heavy objects.

Hazards: Kitchen environment subject to heat. Exposure to cleaning agents and chemicals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 128

Revised: February 27, 2014; Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023