

FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL
RANGE 36

FOOD PRODUCTION COORDINATOR

JOB SUMMARY

Under general director of the Supervisor of Nutrition Services using highly significant food service related skills, coordinates food production and distribution to school sites of all meals from the Nutrition Center.

DISTINGUISHING CHARACTERISTICS

The class of Food Production Coordinator is a specialized and highly technical one in which the incumbent is charged with the efficient and effective coordination and supervision of all aspects of food production, distribution and staffing of a large central kitchen operation. Food Service Specialists differ in that incumbents are charged with the operation of one Nutrition Center department, as opposed to coordinating the entire operation.

EXAMPLES OF DUTIES

Supervises, organizes and coordinates the activities of Nutrition Center staff engaged in preparing food, serving meals, scheduling equipment and cleaning the facility; oversees the scheduling and preparation of all food products at the Nutrition Center to insure adherence to quality standards and recipes, and assists with its distribution to sites in hot or cold holding carts; places orders for bread and dairy products needed at school sites and Nutrition Center; assists with unloading of carts and reviews all leftovers to verify donation to food bank; inspects food product for quality, attractiveness and acceptability; organizes and coordinates field trip meals and classroom parties; assists with planning, organization and implementation of marketing and catering functions; serves as primary assistant to the Supervisor of Nutrition Services; oversees and schedules cleaning and maintenance of Nutrition Center utensils, equipment and facility to insure a high sanitation standard; places all work orders for repairs at Nutrition Center and school sites; prepares daily food charts for quantity of food needed at each site; estimates daily production based on records, history and meal counts from schools; assigns rotating and substitute employees on a daily basis to insure adequate staffing, conducts orientation/training for new food production employees; substitutes for the Supervisor of Nutrition Services in his/her absence; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school supplemented by course work in food service operation/management.

Experience: Equivalent to a minimum of three years of progressively responsible experience in school or institutional food services including at least one year in a lead or supervisory capacity.

Knowledge of: The safe use and care of manual and mechanical kitchen utensils used in preparation of food; food service organization and management; procedures involved in ordering, receiving and storing food service supplies; health and safety rules and regulations that pertain to the operation of a school food service program; methods of preparing and serving food.

Ability to: Prepare reports and keep records and make simple arithmetical computations; effectively instruct and supervise assigned personnel; follow planned menus and standardized recipes; maintain harmonious working relations with school officials, other employees and the public.

License: Possession of a valid Class C California Driver's License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in the Food Service Series. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects and may be required to drive a vehicle to and from school sites and/or Nutrition Center. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

Physical Environment: While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate nutrition service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lifts and/or move up to 50-pound objects. These objects include sacks of food, boxes, food carts, kettles, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also order supplies, serve students, collect money, etc. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student and parent helpers.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Revised By The Personnel Commission: 01/05/81, 06/02/86, 10/03/88, 6/13/02, 7/3/08, 9/12/11