CLASS TITLE: FOOD SERVICE COORDINATOR

DEFINITION: Under direction, performs moderately difficult work in arranging for the purchase, delivery and inventory of food, supplies and equipment to the district; processes and assigns substitutes; and performs related work as required.

EXAMPLE OF DUTIES:

- Acquires information from vendors of food, supplies and equipment
- Coordinates the ordering, storage and delivery of goods from the district warehouse and suppliers to district cafeterias
- Processes, assists in training and assigns substitutes as required
- Provides information and assistance to Food Service Managers regarding orders
- Prepares, monitors and maintains monthly inventory of warehouse goods
- Checks and records site inventories manually and electronically

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to course work in food technology, purchasing or a related field and experience in a school food service program.

Knowledge of:

- Proper purchasing and storage of food, supplies and equipment for a large-scale food service program
- USDA guidelines for menu planning and commodity purchasing and handling Arithmetic
- Modern office equipment and procedures
- Report preparation and business correspondence
- Correct English usage, spelling, grammar and punctuation
- Departmental policies and procedures

Skills in:

- Maintaining proper records associated with food, supplies and equipment
- Establishing and maintaining effective working relationships with staff, public and vendors
- Scheduling distribution of food, supplies and equipment
- Performing a variety of clerical tasks including data entry with speed and accuracy
- Operating a microcomputer and ten key adding machine

Ability to:

- Work under pressure with frequent interruptions
- Work independently
- Follow written and oral instructions
- Compile information and prepare reports
- Interpret and apply governmental rules as applicable
- Perform the essential functions of the position which include sitting, standing, lifting, bending, twisting, reaching, seeing, hearing

Licenses and Certificates:

- A valid California Driver's License