JOB DESCRIPTION

JOB TITLE: Food Service Coordinator

Job Family: Food Service

Range: 35

Job Purpose Statement/s: The job of "Food Service Coordinator" is done for the purpose/s of performing a variety of typing, general secretarial work, records maintenance, coordination of catering functions, and auditing; responsible for more complex record keeping duties in support of programs with District-wide responsibility.

Essential Job Functions:

* **Performs** a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
* **Serves** as receptionist and gives information or directs visitors and parents to appropriate office.
* **Answers** inquiries concerning standardized policies, procedures and regulations.
* **Processes** routine administrative details not requiring the immediate attention of assigned administrator(s).
* **Performs** varied and responsible secretarial duties to assist the coordination and processing of administrative operations within assigned unit.
* **Types** a variety of materials from brief verbal or written instructions.
* **Performs** a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
* **Types** checks, verifies, compiles and records a variety of data/information related to assigned program/department/office.
* **Prepare** complex reports.
* **May** take and transcribe dictation for letters, memos and reports or use dictation equipment.
* **Operates** a variety of office equipment, including computer, calculator, two-way radio and copier.
* **Maintains** records in a confidential manner.
* **Compiles,** prepares and submits reports for payroll or other reporting purpose.
* **Maintains** accurate and detailed calendar of events, due dates and schedules related to assigned program(s) and services to ensure proper tasks and activities occur as scheduled.
* **Contacts** and confers with students, parents, school and District staff, vendors or other appropriate parties regarding assigned office functions.
* **Communicates** with a wide variety of staff and community members.
* **Acts** as an information source regarding departmental/program policies, procedures and requirements; receiving and interviewing callers and providing information where judgment, knowledge, and interpretation of established procedures/policies is required.
* **Arranges** and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites and preparing materials needed at the meetings.
* **Attends** meetings, takes minutes, transcribes and distributes minutes as directed.
* **Prepares** lists and reports from data compiled and records kept related to assigned program area(s), making mathematical calculations as necessary.

* **Receives,** sorts and distributes incoming and outgoing mail.
* **Establishes** and maintains a variety of records, logs and filing systems pertaining to assigned area(s) of responsibility.
* **Receives,** reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
* **Duplicates**, collates, staples and distributes material for students, parents, school staff, etc.
* **Orders,** stores and issues supplies and material pertinent to the functions of assigned operational unit.
* **Coordinates** all catering functions; schedules employees to work at catering functions, if necessary; may prepare, shop, set-up and clean up catering functions; costs out catering functions.
* **Coordinates** assigned office functions and details with other departments/units.
* **Develops** or assists in the development of forms, worksheets and record keeping systems for the collection, dissemination and maintenance of needed information for specialized programs within assigned unit.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) years of experience in typing and secretarial work, including experience in a school district; previous computer experience highly desirable.
* **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding at 55 words per minute; operate standard office equipment including use of basic computer applications; use English in both written and verbal form; use correct spelling, grammar and punctuation.

  Knowledge of rules and regulations related to assigned functions, basic budgeting, financial and statistical recordkeeping, standard office equipment, District policies, rules and regulations applicable to local school or department.

  Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions.. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, near visual acuity/visual accommodation; prepare complex reports; relate well to a variety of individuals including students, parents and staff; take non-verbatim notes; transcribe dictation with speed and accuracy.
* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License and evidence of insurability.