

## Summary Class Code: 7222

### LOCAL DISTRICT CLASSIFICATION PLAN

## SUMMARY CLASS TITLE: FOOD SERVICE SPECIAL PROGRAMS COORDINATOR

### BASIC FUNCTION:

Plan, organize and supervise all special programs offered by School Food Services (CACFP Afterschool Program, Fresh Fruit & Vegetable Program, Local Foods for Schools Program & Summer Feeding Program. Other programs may arise as grants become available. Work with each School Food Service Manager to schedule & train staff, assist to assure food/supplies are available for the program & monitor each program. Some programs require later work schedule & summer schedule. Reports to Food Service Director.

### REPRESENTATIVE DUTIES:

- Maintain high standards of control for quality food production and service.
- Plan, organize and supervise the activities in a kitchen in a school district involving food service to on-site students and off-site students; schedule food service transporting activities for Fresh Fruit & Vegetable & Summer Meals program as required.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Assist with menu planning and supervise the preparation of meals according to District menu guides; determine amount to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage.
- Monitor and control activities involved in food transport to assure standards of quality and sanitation, health regulations and time lines are met.
- Prepare work schedules and assign duties for personnel; train, supervise (as needed).
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Be able to operate point of service system to ensure accurate meal counting and claiming of meals (as needed)
- Be able to prepare and maintain a variety of reports and records including inventory, sales, requisitions, transportation records, daily reports of meals served and production sheets.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept food and supplies; oversee and assist with proper storage and efficient use of food and supplies as needed.
- Be knowledgeable of student food allergies & how to plan meals accordingly.
- Assist in coordinating food service operations with school activities to improve school and community public relations and increase student participation.
- Prepare food for transport as required; assure guidelines for maintaining appropriate food temperatures and sanitation requirements are met. .

- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits and deposit monies into appropriate account if applicable.
- Operate a variety of equipment and machines used in a kitchen, including slicer, chopper, mixer, ovens, dishwasher and others.
- Attend in-service meetings, workshops and Kentucky School Nutrition Summer Conference and other trainings related to food service operations and activities.
- Complete Level One Food Service certification provided by the School Nutrition Association.
- Complete Food Manager Certification provided by the Health Department.
- Other duties as needed: Fill in for a Food Service Manager, Cashier and assist Managers when issues arise.
- Will be stationed at an assigned school
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Planning, organization and operation of a large food service program.
- Methods of calculating and estimating needed food and supplies.
- Methods of preparing, cooking and serving food in large quantities.
- Sanitation and safety practices related to cooking, serving and transporting food.
- Standard kitchen equipment, utensils and measurements.
- Storage and rotation of perishable food.
- Principles and practices of supervision and training.
- Inventory methods and practices.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

##### **ABILITY TO:**

- Plan and organize food service operations and activities within a school district involving food service to on-site students and off-site students.
- Calculate, estimate and requisition food and supplies.
- Train and supervise personnel.
- Maintain records and prepare reports.
- Assure food preparation, service, transport and storage are in accordance with health, sanitation and safety regulations.
- Participate in and assure proper maintenance of food service equipment and serving areas are in a clean and sanitary condition.
- Operate standard kitchen equipment safely and efficiently.

- Lift heavy objects.
- Meet schedules and time lines.
- Work independently with little direction.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate OR demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

Complete Level One Food Service training thru the School Nutrition Association.

Complete Food Manager training online provided by the local Health Department.