

Food Service Coordinator Job Description

QUALIFICATIONS: High School diploma or GED required. Nutrition, Dietician, or related degree preferred; Associate or BS Degree preferred.

REPORTS TO: Food Service Director

SUPERVISES: Staff members designated by the Food Service Director.

JOB GOAL: To provide leadership and develop a nutritional school lunch program within the guidelines established by federal, state, and local school authorities.

PERFORMANCE RESPONSIBILITIES:

Program Oversight & Compliance

- Oversees a district-wide food service program to analyze effectiveness and assure compliance with district, state, and federal laws, regulations, and safety/sanitation procedures.
- Coordinates all activities related to the summer feeding program.

Financial & Administrative Management

- Oversees the preparation of the food service program operating budget and analyzes financial and operating statements.
- Approves all invoices and payroll for payment.
- Prepares a variety of food service records and reports, including financial statements, inventory, and cost control records.

Menu Planning & Operations

- Plans master menu(s) while assuring compliance with regulations and requirements for nutrition and dietary balance.
- Supervises and participates in food preparation and distribution to students and staff.
- Resolves problems involving food standards, labor costs, and proper use of equipment in food preparation and distribution.

- Coordinates food service operations with school activities to improve school and community relations and increase student participation.

Vendor & External Relations

- Establishes and maintains professional relationships with food service vendors and purchasing co-ops to ensure cost-effective procurement and high-quality standards.
- Consults with school principals, administrators, parents, and cafeteria managers to establish or revise operational policies.

Personnel & Training

- Evaluates food service personnel in collaboration with principals.
- Meets weekly with the Director to evaluate the effectiveness of the overall food service program.
- Conducts training for cafeteria managers to develop work schedules and production standards.
- Ensures managers understand and use record-keeping and ordering systems in accordance with district policy.
- Conducts employee meetings to discuss and explain operation policies.
- Plans and directs professional development workshops and training programs for food service personnel.
- Performs other tasks and assumes such other responsibilities as may be assigned by the Director.

TERMS OF EMPLOYMENT: * Twelve months (260 days). Salary will be established by the Board. Classified salary schedule.

EVALUATION: * Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel.