

Food Service Coordinator Job Description (2026)

QUALIFICATIONS: Minimum Qualifications as set by the Kentucky Department of Education;

Bachelor's degree, or equivalent education experience, with academic majors in specific areas*; OR

• Bachelor's degree in any academic major; and state-recognized certificate for school nutrition directors;
OR •

Bachelor's degree in any academic major and at least two years of relevant school nutrition program experience; OR •

Associate degree or equivalent educational experience, with academic major in specific areas, * and at least two years of relevant school nutrition program experience. • At least ten years of relevant school nutrition program experience.

* Specific Majors/Areas of Concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.

Licenses and Other Requirements Pursuant to 7 CFR part 210:

At least 8 hours of food safety training is required within 30 days of the employee's start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually

REPORTS TO: Assistant Superintendent

SUPERVISES: Food Service staff as assigned

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:

1. Oversees a district-wide food service program to analyze effectiveness and assure compliance with district, state, and federal laws, regulations, and safety/sanitation procedures.
2. Coordinates all activities related to the summer feeding program.
3. Oversees the preparation of the food service program operating budget and analyzes financial and operating statements.
4. Approves all invoices and payroll for payment.
5. Prepares a variety of food service records and reports, including financial statements, inventory,

and cost control records.

6. Plans master menu(s) while assuring compliance with regulations and requirements for nutrition and dietary balance.
7. Supervises and participates in food preparation and distribution to students and staff.
8. Resolves problems involving food standards, labor costs, and proper use of equipment in food preparation and distribution.
9. Coordinates food service operations with school activities to improve school and community relations and increase student participation.
10. Establishes and maintains professional relationships with food service vendors and purchasing co-ops to ensure cost-effective procurement and high-quality standards.
11. Consults with school principals, administrators, parents, and cafeteria managers to establish or revise operational policies.
12. Evaluates food service personnel in collaboration with principals.
13. Meets weekly with the Director to evaluate the effectiveness of the overall food service program.
14. Conducts training for cafeteria managers to develop work schedules and production standards.
15. Ensures managers understand and use record-keeping and ordering systems in accordance with district policy.
16. Conducts employee meetings to discuss and explain operation policies.
17. Plans and directs professional development workshops and training programs for food service personnel.
18. Performs other tasks and assumes such other responsibilities as may be assigned by the Director.

TERMS OF EMPLOYMENT: * Twelve months (240 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.