

RESCUE UNION SCHOOL DISTRICT

JOB TITLE: **Coordinator, Food Services**

CLASSIFICATION: Classified Management

JOB SUMMARY:

Under the general direction of the Chief Business Official, has overall responsibility for planning, organizing, directing and coordinating the food services programs for the District. Assigns, trains and evaluates food service personnel. Maintains equipment and inventory and assists in planning, remodeling and equipping district food service facilities. Prepares district menus.

EXAMPLES OF DUTIES:

Organizes and supervises District food services operations to include the preparation and transport of food in large quantities for on and off-site serving in accordance with prepared menus.

Establishes and implements food services policies and procedures for assigned operations; evaluates existing policies for efficiency and implements or modifies procedures to increase operational effectiveness.

Assists in the development and administration of an annual operating budget for food services to include subsidy and other income projections. Controls, authorizes and monitors food services expenditures.

Recommends prices for meals and other food services operations.

Responsible for daily banking of monies received from breakfast and lunch sales.

Develops application process and procedures under the free and reduced meal program.

Estimates and orders proper quantities of foods, supplies and other equipment needed for efficient food services operations.

Plans and evaluates breakfast and lunch menus following established guidelines and patterns; substitutes nutritionally equivalent foods as needed; tests new products, menus and recipes.

Trains, assigns, supervises and formally evaluates the work of food services personnel; administers discipline and handles grievances in conjunction with established district policy.

Ensures that food items are properly stored, cooked, distributed and served in a safe, sanitary and timely manner and ensures compliance with appropriate health and safety codes.

Supervises the purchasing of food, supplies and equipment.

Receives food/supply deliveries; inspects deliveries for proper quantity/quality and takes appropriate action when discrepancies/problems occur.

Reviews and checks all statements of purchases/payments for accuracy. Assists in developing and maintaining food services department budget.

Maintains ledgers related to income and expenditures for food service programs.

Reviews, maintains, and prepares necessary State and Federal records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets and production reports.

Monitors and maintains the safe operation and condition of all food preparation/serving equipment and machines.

Ensures that food services department work sites are maintained and operated in a safe and sanitary manner; trains assigned staff in appropriate health and safety regulations; monitors work conditions and procedures at all times; submits work orders for needed maintenance repairs.

Processes formal and informal complaints.

Participates in the selection and assignment of food services personnel employed by the District.

Attends workshops, training sessions and conferences pertaining to food services.

Trains student helpers in serving, sanitation, care of equipment and personal neatness.

Operates district vehicles and performs other related duties as required.

EMPLOYMENT STANDARDS:

Training and Experience: High School graduate or equivalent. Training in State food service program including, but not limited to, nutrition, beginning and advanced menu planning, purchasing, sanitation and safety, cost accounting recordkeeping and quantity cooking.

Knowledge: Knowledge of State and Federal laws, regulations and codes related to child nutrition programs; proper procedures, methods and equipment used in ordering, preparing, cooking, transporting and distributing large quantities of food; safe and proper use of equipment, machines and utensils used in large quantity food preparation operations including computerized lunch program software; proper food sanitation and safety requirements; food pricing, portion control, methods of computing food quantities and qualities, and merchandising; principles and practices of supervision and training; analysis and interpretation of financial and

operational data to recommend more effective and efficient practices; proper recordkeeping and inventory reporting methods; nutritional food values to plan and arrange menus affording a balanced diet for children of various ages.

Abilities: Ability to plan, organize, direct and coordinate food services operations; develop and implement policies and procedures to enhance food services operations, supervise a central kitchen facility preparing and delivering meals for other sites; plan appetizing and nutritional menus; understand and carry out both verbal and written instructions in an independent manner; prepare and administer a departmental budget; direct and coordinate the timely and efficient preparation and distribution of large quantities of prepared meals/food items to other locations; train, supervise, coordinate and formally evaluate the work of subordinate personnel; effectively communicate in both verbal and written forms; analyze situations and demonstrate utilization of good judgement in decision-making processes; accurately perform mathematical calculations; maintain accurate fiscal, budgetary and accounting records and prepare reports related to district food services; plan for and accurately estimate the appropriate amounts of food and other resources needed for food services operations; establish and maintain effective working relationships with those contacted in the performance of required duties; operate standard cafeteria equipment and appliances; adjust to changing circumstances; accurately maintain monetary transactions.

Physical Effort/Working Environment: Extensive standing or walking; frequent lifting, carrying, pushing or pulling heavy parcels up to 50 pounds; frequent activity requiring balancing, stooping, reaching, crouching. Exposure to hot and cold temperature extremes. Exposure to excessive noises.

Licenses and Certificates: A valid Class C California's driver's license, TB test clearance, California Department of Justice fingerprint clearance, First Aid and CPR certification.

BOARD ADOPTED: November 17, 1998