

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, FOOD SERVICE

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution preferred.
- (2) Certification in School Food Service Supervision.
- (3) Three (3) years experience in school food service, quantity food service or related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations and local District policies as they relate to food service, purchasing and records retention and property control. Knowledge of financial management techniques and modern food service management principles. Ability to plan and manage a variety of functions. Skills in written and oral communication. Ability to work with various groups. Knowledge of utilization of computerized programs in food service operations. Ability to use computers. Knowledge of equipment used in school food service. Knowledge of food protection and food safety principles and practices.

REPORTS TO:

Assigned District Administrator

JOB GOAL

To provide an excellent, nutritious food service program for students in participating schools, and to provide leadership in implementing nutrition education programs.

SUPERVISES:

District and School Food Service Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and coordinate all activities necessary for implementation, operation, evaluation and improvement of the District school food and nutrition services program.
- * (2) Develop and administer policies, procedures, and guidelines consistent with District, State and federal regulations and established plans.
- * (3) Organize and implement a program for the selection, purchase, storage and inventory control of food and supplies for all operations within the food service program.
- * (4) Initiate financial policies and procedures necessary for proper fiscal control and operation of the food service program.
- * (5) Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, in order to evaluate cost-effectiveness of each program.
- * (6) Develop, plan and evaluate menus based on recommended nutritional requirements and budgeted resources.
- * (7) Administer and comply with rules pertaining to the USDA donated foods program.
- * (8) Administer and comply with rules pertaining to the National School Lunch Program, the School Breakfast Program and the Summer Food Service Program for Children.
- * (9) Establish staffing formulas, determine labor allocations and assist school principals and food service managers in the staffing, selection and evaluation of personnel.

FOOD SERVICE COORDINATOR (Continued)

- * (10) Plan, implement and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, State and local policies.
- * (11) Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome, and safe food and meet State and local health department standards.
- (12) Establish safe working conditions, equipment and practices for all food service personnel.
- (13) Ensure clean and properly equipped work and storage areas that meet State and local health department standards.
- * (14) Prepare required District, State and federal reports.
- (15) Plan, promote and organize training programs for personnel at all levels in the food service program.
- * (16) Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school of applicable findings.
- (17) Consult with school principals and administrators on matters concerning their support for an effective food service operation.
- * (18) Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
- (19) Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- (20) Interpret the food service program goals and activities to the public.
- (21) Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
- (22) Establish effective relationships and coordination of departmental functions with schools, other District departments, services and personnel.
- (23) Serve as the resource person for school level nutrition education activities as necessary.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (25) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Lane C FS

Salary Index 0.7103 of the Administrative Salary Schedule

DOE Job Code 76008

Board Approved 03/20/2001

Revised Board Approval 04/11/2017