

4J SCHOOL DISTRICT

Job Title:	FOOD SERVICE COORDINATOR I	Dot #: 313.131-018
Department:	Food Service	
Work Hours:	8 hours daily, 185 days year, 6:00 a.m. - 2:30 p.m. September to June.	
Job Summary:	<ul style="list-style-type: none"> ·Supervises and performs the preparation, production and serving under 250 meal equivalents at high school. ·Responsible for handling money and banking. ·Order and purchase food ingredients. ·Analyze menu and adjust recipes ·Provide leadership in all aspects in food preparation and service including sales and marketing, training, sanitation and budget/fiscal management. ·Perform other related work as required. 	
Qualifications:	<ul style="list-style-type: none"> ·4 years of progressive, responsible school food service experience which includes aspects of quality control, purchasing, budget management, and technical supervision of other food service workers. ·Possession of State Food Handlers Certification. ·Valid driver's license. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> ·Standing/Walking: Frequently/Constantly (80-90%); while performing kitchen food preparation duties on tile/concrete surface up to 2-3 miles per day. Involves moderate to fast-paced walking to meet daily timelines. ·Sitting: Occasionally; while performing administrative functions of budgeting, purchasing, and while driving and providing supervisory support to other schools. ·Lift/Carry: Frequently, 10-35 pounds; food, materials, kitchen supplies, equipment. Occasional lifting up to 50 pounds. Carry short distance up to 20 feet. ·Push/Pull: Occasionally; while stocking supplies and using wheeled cart to move food and supplies exerting a force up to 10-20 pounds. ·Climbing: Infrequently; step stools while retrieving items in stock room, freezer, storage area. ·Bending/Twisting: Occasionally; at waist/knees while preparing food, removing cookware/supplies from lower shelf. ·Kneeling/Crouching: Occasionally; removing items from lower shelves, cleaning below counter level. ·Hands/Arms: Frequently, use of both; reaching/handling/gripping/grasping/fingering while performing food preparation, retrieving/putting away equipment, supplies and materials, and while performing administrative duties and using computer. ·Sight/Hearing/Speech: Constantly; to perform food preparation and communicating with assigned staff and students. Sense of smell required in preparing food and identifying freshness. 	
Mental:	<ul style="list-style-type: none"> ·Frequent mental alertness while operating/working around kitchen equipment that could be hazardous; using sharp knives. ·Good interpersonal skills, ability to train assigned staff. ·Demonstrated ability to supervise and motivate subordinate food service workers and providing effective communication skills and ability to interact with students and teachers. ·Must possess good memory/knowledge of food preparation and techniques. ·Must be able to read and understand technical data. ·Must be able to work independently and complete all tasks as assigned and exercise creative problem solving ability. ·Must be able to read, write and speak English, perform basic mathematical calculations. 	
Work Conditions:	<ul style="list-style-type: none"> ·Work is performed in an industrial kitchen and cafeteria environment. Work also involves travel to other school locations during week to provide on-site supervision. ·Hazards include: working around heating and cooking equipment such as ovens and burners; exposure to sharp objects; moving mechanical parts; pinchpoints; odors; fumes; slippery surfaces; noise. ·Equipment used: industrial kitchen equipment and utensils, knives, cleaning tools, computer, calculators, general office equipment, phone and personal vehicle. 	