

# 4J SCHOOL DISTRICT

<b>Job Title:</b>	FOOD SERVICE COORDINATOR II	Dot #: 313.131-018
<b>Department:</b>	Food Service	
<b>Work Hours:</b>	8 hours daily, 185 days year, 6:00 a.m. - 2:30 p.m. September to June.	
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>·Supervises and performs the preparation, production and serving in excess of 250 meal equivalents at high school. Oversees food service operations at 3-4 additional schools.</li> <li>·Responsible for handling money and banking.</li> <li>·Order and purchase food ingredients.</li> <li>·Analyze menu and adjust recipes</li> <li>·Provide leadership in all aspects in food preparation and service including sales and marketing, training, sanitation and budget/fiscal management.</li> <li>·Perform other related work as required.</li> </ul>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>·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.</li> <li>·Possession of State Food Handlers Certification.</li> <li>·Valid driver's license.</li> </ul>	
<b>ESSENTIAL JOB FUNCTIONS:</b> (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
<b>Physical:</b>	<ul style="list-style-type: none"> <li>·<b>Standing/Walking:</b> 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.</li> <li>·<b>Sitting:</b> Occasionally; while performing administrative functions of budgeting, purchasing, and while driving and providing supervisory support to other schools.</li> <li>·<b>Lift/Carry:</b> Frequently, 10-35 lbs; food, materials, kitchen supplies, equipment. Occasional lifting up to 50 pounds. Carry short distance up to 20 feet.</li> <li>·<b>Push/Pull:</b> Occasionally; while stocking supplies and using wheeled cart to move food and supplies exerting a force up to 10-20 pounds.</li> <li>·<b>Climbing:</b> Infrequently; step stools while retrieving items in stock room, freezer, storage area.</li> <li>·<b>Bending/Twisting:</b> Occasionally; at waist/knees while preparing food, removing cookware/supplies from lower shelf.</li> <li>·<b>Kneeling/Crouching:</b> Occasionally; removing items from lower shelves, cleaning below counter level.</li> <li>·<b>Hands/Arms:</b> 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.</li> <li>·<b>Sight/Hearing/Speech:</b> Constantly; to perform food preparation and communicating with assigned staff and students. Sense of smell required in preparing food and identifying freshness.</li> </ul>	
<b>Mental:</b>	<ul style="list-style-type: none"> <li>·Frequent mental alertness while operating/working around kitchen equipment that could be hazardous; using sharp knives.</li> <li>·Demonstrated ability to supervise, train, and motivate subordinate food service workers and providing effective communication skills and ability to interact with students and teachers.</li> <li>·Must possess good memory/knowledge of food preparation and techniques.</li> <li>·Must be able to read and understand technical data.</li> <li>·Must be able to work independently and complete all tasks as assigned and exercise creative problem solving ability.</li> <li>·Must be able to read, write and speak English, perform basic mathematical calculations.</li> </ul>	
<b>Work Conditions:</b>	<ul style="list-style-type: none"> <li>·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.</li> <li>·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.</li> <li>·Equipment used: industrial kitchen equipment and utensils, knives, cleaning tools, computer, calculators, general office equipment, phone and personal vehicle.</li> </ul>	