



FOOD SERVICE COORDINATOR

Position Summary

The Food Service Coordinator supports the district's meal program by planning, coordinating, and directing school meal programs. The incumbent will exercise leadership by providing daily instruction and assigning tasks to kitchen staff related to activities in the kitchen or other service locations. Provides training and communication of policies and procedures to food service team members. This position is also responsible for performing and training kitchen staff in all aspects of food production, service, sanitation, administration, and other tasks of varying complexity. Perform other related work as required.

Supervisory Relationships

Reports to the department manager who monitors work performance and safety. Will provide daily direction to food service assistant, substitute, temporary, and student employees. May provide feedback to district managers on performance and development of kitchen staff.

Essential Functions

1. Provide comprehensive leadership in planning for food service operations at a building or location.
2. Plan, organize and perform all aspects of food services including meal preparation, customer service, sales and marketing, sanitation, safety, and inventory management.
3. Ensure that food preparation is completed within timelines and as scheduled.
4. Ensure all federal nutritional guidelines are met in the food service program; evaluate menus for compliance with the USDA Child Nutrition Program requirements.
5. Develop, plan, and implement outreach programs which contribute to increasing participation and nutritional literacy.
6. Prepare and cook meal components from recipe; adjust recipes to meet serving needs and projected demands.
7. Oversee and participate in the cleaning and sanitation of cooking and serving areas, utensils, and kitchen equipment in compliance with sanitation regulations and standards.
8. Manage food and supply inventory by monitoring inventory levels and placing orders with central warehouse and vendors. Provide for the proper storage of supplies and inventories.
9. Perform administrative tasks such as records maintenance, recording meals served, accounting for meal account purchases and deposits, accepting cash payments, and preparing and making bank deposits.
10. Ensure all records are maintained and reported in a timely manner, including those required by the Federal USDA.
11. Oversee the work of other kitchen staff and assist with employee training and development.
12. Communicate in-person, through email, or over the phone with sometimes frustrated or upset parents or others regarding menus, meal accounts, and other aspects of food service.

13. Maintain regular and prompt attendance.
14. Use email, phone, and other communication methods daily to maintain contact with the district and other staff.
15. Attend scheduled meetings at district office or other locations as requested.
16. Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge of cooking techniques, menu and recipe analysis, and nutrition values (including the USDA Child Nutrition Program guidelines.)
2. Working knowledge of sanitation and safety regulations to a food service operation.
3. Ability to use a computer and related software to complete inventory ordering and reporting.
4. Ability to instruct and motivate other workers, including the ability to provide employee training and development.
5. Comfortability with techniques used to increase participation in meal programs and completing administrative assistance tasks.
6. Ability to perform bending, lifting (up to 50 pounds), and stocking of food and kitchen supply inventories.
7. Ability to learn and apply safe lifting techniques in lifting and carrying cases of food.
8. Ability to do simple arithmetic computations, calculations, and money changes.
9. Ability to read and follow oral and written instructions.
10. Ability to understand and apply safety and health regulations for school food preparation and use of dishwashing equipment.
11. Ability to adapt to work routines, be flexible in work assignment area, and perform work independent of direct supervision.
12. Ability to maintain effective working relationships and communicate respectfully with students, staff, co-workers, families, and supervisors.
13. Knowledge of and ability to apply state and federal government requirements regarding serving quantities and nutritional components of the subsidized meals program.
14. Ability to accurately judge food quantities.
15. Ability to stand for long periods of time.
16. Ability to maintain an appropriate and legal level of confidentiality regarding students, staff, and other individuals.
17. Ability to maintain regular, predictable, and prompt attendance.

Working Conditions

1. Work is performed in both a fast-paced school kitchen and cafeteria environments with occasional food service outdoors. Work environment may include frequent disruptions.
2. Work environment includes the use of heating and cooking equipment such as ovens and burners.
3. Work also requires lifting of food items up to 50 pounds; manually opening cans, boxes, or other food storage containers; and safe use of sharp equipment such as cutting tools.
4. Requires ability to remain stationary for prolonged periods, position and reposition oneself in restricted spaces, traverse on wet and slippery floors during floor cleaning time and occasionally due to spillage or equipment malfunction.
5. Exposure to hot, humid conditions (such as dishwashing room).
6. Working directly over or near heated food service areas several hours per day; and

stocking and storing of such items in either reach-in or walk-in coolers and freezers which may reach below freezing temperatures.

7. Includes exposure to various scents or chemicals related to food, food handling, and cleaning solutions.
8. Requires use of a computer to complete administrative tasks. May handle cash for meal purchases.

Minimum Qualifications

- Requires high school diploma or the equivalent.
- Ability to obtain and maintain an Oregon Food Handlers Card is a condition of employment.
- Three years of progressively responsible food service experience which included major cooking or baking responsibilities and aspects of quality control, inventory management, technical supervision of other employees, and financial and program record keeping.
- Any combination of experience and training that demonstrates possession of the requisite abilities.

Preferred Qualifications

- Experience in school food service is preferred.
- Multicultural experience and bilingual proficiency in world language preferred.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Grade & Schedule	Grade 8 – Student Attendance Days
Developed by	Holly Langan, Support Services Manager
Last revised	June 10, 2019