

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

# SCHOOL FOOD SERVICE PRODUCTION COORDINATOR

#### QUALIFICATIONS:

- (1) High School diploma or equivalent
- (2) Minimum of ten (10) years of experience in school food service management
- (3) Experience in menu planning, food purchasing, food preparations and serving in a food service situation
- (4) Extensive knowledge and experience in large quantity cooking and food handling
- (5) Prior experience in supervision and evaluation

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State Board of Education regulations, state statues, federal laws, USDA regulations as they relate to food service. Ability to work with volunteers, students, and teachers to increase knowledge of healthy choices and promote meal participation through various activities. Knowledge of the principles of quantity food preparation. Knowledge of and use of a wide variety of food service equipment. Extensive knowledge of planning, preparation and service of a large variety of foods. Knowledge of health, safety and sanitary practices in HAACP/SERVSAFE relative to the school food service operation. Considerable knowledge of nutrition and food value. Ability to requisition food and supplies and maintain an inventory. Ability to work at a fast pace.

#### REPORTS TO:

Assistant Superintendent for Business Services

#### JOB GOAL

To plan, organize and direct the production of the School Food Service program for the School District. Administer the Food Service Program at the level in an efficient manner to meet nutritional needs and program acceptability for students and staff in accordance with federal, state and local requirement.

#### SUPERVISES:

Cafeteria Managers  
Cafeteria Workers

#### PHYSICAL REQUIREMENTS:

Medium 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 Boards policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Manage the entire school meal service production to ensure compliance with federal, state and local regulations.
- \* (2) Supervise school food service personnel jointly with the SFS Financial Coordinator.
- \* (3) Prepare work schedules and specific duties for school food service personnel.
- \* (4) Assume responsibility for accurate meal counts, cash collections and deposits.
- \* (5) Responsible for coordinating requests by auditors in a timely and efficient manner.
- \* (6) Maintain records and submit reports as required.
- \* (7) Supervise all food and non-food orders from District and outside vendors.
- \* (8) Maintain accurate inventory of food and non-food items.
- \* (9) Maintain high standards of safety, security and sanitation.
- \* (10) Exercise managerial skills to control food, labor and non-labor costs.
- \* (11) Supervise employment, re-employment, transfers and resignations.
- \* (12) Work with Principals and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.
- \* (13) Perform other duties as assigned by the Assistant Superintendent for Business Services.

**Employee Qualities/Responsibilities**

- \* (14) Maintain confidentiality regarding all matters related to assignment.
- \* (15) Participate in workshops and training sessions as required.
- \* (16) Maintain work area in a safe and secure manner.
- \* (17) Provide for positive communication among staff.
- \* (18) Model and maintain high ethical standards.
- \* (19) Communicate well with co-workers, school personnel and the Financial Coordinator.
- \* (20) Follow attendance and proper dress rules as required.
- \* (21) Display an appropriate work ethic.

**System Support**

- \* (22) Knowledge of and the ability to utilize the computer for a variety of functions relative to the program.
- \* (23) Represent the School Board in an appropriate manner.
- \* (24) Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- \* (25) Provide ongoing in-service training for food service personnel.
- \* (26) Attend School Food Service Association Meetings and related functions.
- \* (27) Respond immediately to emergency problems.
- \* (28) Develop an annual needs assessment for the food service program.
- (29) Perform other duties as assigned.

\*Essential Performance Responsibilities