

Iditarod Area School District

Job Description

TITLE: Food Service Coordinator

REPORTS TO: Business Manager/Superintendent

SUPERVISES: Cooks (for program compliance & training only)

LOCATION: McGrath, Alaska

TERMS OF EMPLOYMENT: Permanent part-time position, 10 months per year up to 5.5 hours/day

SALARY: DOE; salary is in accordance to Classified Negotiated Agreement.

CLOSING DATE:

SELECTION:

APPLY TO: Iditarod Area School District
Box 90
McGrath, AK 99627

REQUIRED QUALIFICATIONS:

Associates Degree in specific/related major (food & nutrition, foodservice management, dietetics, family & consumer science, nutrition education, culinary arts, or a related field.)
And 1 year of relevant school nutrition experience

OR

High School Diploma (or GED) AND 3 years of relevant school nutrition experience

AND

At least 8 hours of Food Safety Training within the past 5 years or within 30 days of start date.

PREFERED QUALIFICATIONS:

Prefer some experience in school food service management or related area. Must have strong organizational skills.

JOB GOAL:

To administer the school district's food service program's: National School Lunch Program, School Breakfast Program, USDA Commodities, After School Snack, and Fresh Fruit & Veggie as applicable. To ensure cost effective, nutritious, quality food is made available to students and staff, in compliance with local, state and federal regulations.

JOB DUTIES:

1. Direct supervision of Cooks for program compliance & training. Completes yearly evaluation.
2. Develops and implements Food Service program procedures.

3. Evaluates yearly individual school Food Service programs to determine effectiveness in achieving program goals, objectives, standards and compliance with local, state and federal regulations.
4. Plans with and provides assistance to administrative and operation staff in implementing recommendations based on evaluation findings.
5. Identifies and resolves operational problems..
6. Develops and reviews job descriptions, specifications and performance standards for all Food Service positions.
7. Assists school administrators with the selection, evaluation and review of Food Service employees.
8. Develops yearly district-wide cycle menus that meet federal meal pattern requirements.
9. Establishes effective systems for production, transportation and service of quality food. Evaluates systems and works with cooks to make necessary modifications.
10. Determines food serving policies, procedures and portion sizes. Maintains a production accountability system to insure state and federal requirements are met.
11. Monitors & maintains IASD HACCP procedures for sanitation and safety for storage and handling of food, chemicals and cleaning substances.
12. Conducts training programs to keep Food Service employees informed of food service sanitation regulations, safety standards, program goals, objectives, procedures and standards.
13. Responsible for the collection of data to be used in preparing state reimbursement reports.
14. Monitors & Processes quarterly food orders & inventory. Creates Purchase Orders for vendors.
15. Serves as a liaison between cooks/principals/maintenance department to repair, or replace kitchen equipment. Determines specifications for the purchase of new or replacement equipment.
16. Adapts program to changing needs as recognized through input from community, parents, students and staff, current research, technical and professional journals and/or federal, state and local policy changes.
17. Maintains Local Wellness Policy & Smart Snack Waivers.
18. Completes all State and National Food Service paperwork & applications.
19. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Experience with personal computers and software including spreadsheets, word processing, and nutrient analysis. Ability to read nutrient analysis information, and a variety of local, state, and federal codes and regulations.

OTHER SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and school board policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, in addition to standing and walking for extended periods of time. Ability to lift 50 lbs., reach with arms and hands, move mobile food service equipment as needed, travel among District buildings, and the ability to work in hot, cold, noisy environments. Valid driver's license and reliable transportation required.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER