

## **Kitchen Coordinator**

**Purpose:** This supplemental position coordinates food services to ensure proper nutrition and safeguard the health of students, staff, and visitor by working closely with the food service director and administration.

**Responsible to:** Director of Food Service

**Payment rate:** 10% supplemental salary of the cook's wage

**Qualifications:**

1. Health and Inoculation Certificate on file in the central office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations.
2. Successful completion of the State food service courses, including baking, main dish, and management.
3. Ability to lift 30 pounds.
4. Desire to continue career improvement by enhancing skills and job performance.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, kneeling, reaching, and turning.
4. Must work in noisy and crowded environments, with numerous interruptions.
5. Must work in and around fumes and odors.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Coordinates food services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
2. Operate all equipment appropriately as required.
3. Attend job-related training classes and workshops and district inservice programs. Train and evaluate employees under his/her direct supervision.
4. Be responsible for the daily operation of the kitchen, including the ordering of supplies, being involved in the daily preparation of meals, and assisting where needed.
5. Practice procedures in food preparation, use and care of equipment and personal habits to be sure sanitation standards are met.
6. Follow standards of safety in storing and serving food.
7. Work with director of food services on personnel scheduling and keeping daily work schedules.
8. Work with director of food services to implement new food guidelines.
9. Work with director of food services to implement new food nutrition and inventory software.
10. Maintain a required system of accountability by managing the program in accordance with federal, state, and local requirements. Keep accurate count of all lunches, paid, free, reduced, and adult.

11. Keep daily menu planning book, turn in weekly and monthly reports, and an expenditure monthly inventory.
12. Work with the principal in scheduling meal periods.
13. Participate in implementing cost-containment measures while maintaining quality.
14. Observe and follow all school district policies at all times.
15. Respond to information requests in a cooperative, courteous, and timely manner.
16. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Perform other tasks and assume other responsibilities as directed by the Director of Food Services.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee