

DISTRICT FOOD SERVICE COORDINATOR

CLASSIFICATION: Supervisory

TITLE OF IMMEDIATE SUPERVISOR: Chief Business Official (CBO)

TITLE OF EVALUATOR: CBO

JOB SUMMARY: Responsible for the overall operation and promotion of the District-wide Food Service Department under the direction of the CBO. Creates and maintains a high quality, nutritious and cost effective program; executes and oversees all components of the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP) at District and contract schools; ensures compliance with department, local, state and federal standards and regulations, oversees other methods of increasing revenue including a la carte sales and catering events.

ESSENTIAL DUTIES:

Customer Service: Establishes quality standards for the presentation, serving and sale of food. Implements a district-wide customer service philosophy that focuses on nutrition, value and satisfaction. Resolves customer complaints regarding sales and service.

Sanitation, Food Safety, and Employee Safety: Establishes and oversees procedures to ensure that food is prepared, transported and served in a sanitary and safe environment, trains personnel in food safety procedures and performs periodic inspections at school sites. Develops and integrates employee safety regulations into all phases of the food service program. Establishes procedures and policies for risk management.

Financial Management, Clerical and Recordkeeping: Manages the food service program using appropriate financial management techniques. Establishes measurable financial and sales objectives and goals for the food service program. Ensures that all records and supporting documentation are maintained in accordance with the NSLP, NSBP and other local, state, and federal regulations. Prepares and maintains all records for required audits and reviews. Assists the CBO or Designee with development of the food service budget. Generates requisitions in district accounting program based upon approved budget expenditures; tracks expenditures and monitors budget on a regular basis. Processes the NSLP and NSBP meal applications using POS computer software, and conducts the application verification process. Prepares and files all necessary state and federal reports. Deposits money on a daily basis; matches deposits to daily POS reports on a monthly basis. With school board approval and in accordance with the NSLP and NSBP, sets meal pricing. Establishes a la carte and catering pricing.

Food Production and Serving: Develops and implements procedures to ensure that the food production and serving system provides safe, nutritious food served in accordance with the NSLP and NSBP, Offer versus Serve guidelines, and other department, local, state and federal standards and regulations. Trains staff in food production procedures, including the requirements of the NSLP and NSBP, and Offer versus Serve. Performs inspections of food preparation and serving procedures at school sites. Plans, prepares and serves meals for summer school.

Procurement, Facility Layout and Design, and Equipment Selection: Works with vendors and coordinates outside contracts for food service. Maintains a cost-effective purchasing system consistent with USDA and state purchasing guidelines. Utilizes the USDA surplus commodity food entitlement to purchase nutritious foods at below market prices for the NSLP. Conducts annual bid process to determine major vendor contracts. Develops purchasing guidelines to ensure purchased food and supplies reflect

product knowledge, customer preferences, district needs, policies, and nutrition objectives. Establishes standards for receiving, storing, and inventorying food and non-food supplies. Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, efficient workflow and increased sales. Determines equipment needs and specifications consistent with program needs and budget. Supervises the maintenance and purchase of food service equipment and makes recommendations for capital outlay items for food service.

Nutrition and Menu Planning: Develops nutritional, cost-effective menus that meet or exceed the NSLP and NSBP requirements and other local, state, and federal regulations. Fully utilizes USDA surplus commodities to increase menu variety and reduce food costs. Assesses customer preferences through taste tests and surveys industry trends, and current research to plan menus that promote healthy meals and encourage participation in the food service program. Works with district nurse, parents, and physicians to plan menus for children with special nutrition needs.

General Management: Carries out the duties of any food service staff member as necessary. Employs management techniques and implements policies and procedures to maintain an effective and efficient food service program. Develops short and long term goals for the food state and federal standards and regulations. Consults with principals and other site staff to coordinate food service with special school activities; assists with student supervision in the cafeteria; advises principals regarding special student problems observed in the cafeteria. Preserves professional competence through participation in local, regional and state workshops, meetings and seminars.

Personnel Management: Oversees management of food service personnel at all school sites. Implements district personnel policies for all aspects of the food service program including hiring, evaluations, disciplinary and grievance procedures. Coordinates with Kitchen Supervisor to determine work schedules, and site and duty assignments for food service personnel. Provides technical assistance and training, and oversees professional development for food service personnel.

Marketing and Nutrition Education: Develops and implements a marketing and nutrition education program that meets the goals of the NSLP and district wellness policy. Communicates information to school and community to encourage the use and support of school food service. Through use of POS reports and customer feedback, continually monitors and updates marketing and nutrition education plan. Promotes online meal payments and online free/reduced meal application processing to increase participation.

Computer Technology: Implements and maintains POS and management information systems that increase the productivity and efficiency of the food service program. Operates district accounting program to generate requisitions and monitor income and expense. Trains food service personnel to use POS and other computer technology. Oversees online payments and online free/reduced meal application processing.

OTHER DUTIES: Caters meals and provides refreshments and/or assistance for Board, District or site events and meetings as requested. Performs and directs job related proficiency with the highest ethical integrity. Develops guidelines for providing services in response to disaster or emergency situations.

Environmental Management: Develops and implements policies and procedures to ensure environmental responsibility. Establishes a waste management system for the food service program that is effective, economical, and environmentally safe.

Perform other duties as assigned.

EMPLOYMENT STANDARDS:

- **Training and Experience** – Two years of employee supervisory and training experience. Two years computerized bookkeeping and accounting experience, with knowledge of budgeting, sales promotion, Point of Sale program, Word, Excel and computerized accounting programs preferred. Three years of experience in the area of large scale food preparation, nutrition, food safety, purchasing, menu development, inventory and storage, marketing, customer service, sales and cash handling, presentation and serving is desirable. Knowledge and understanding of the NSLP regulations and requirements, with two years experience working in a school setting preferred.
- **Abilities** – Ability to: motivate, train and supervise foodservice personnel; communicate effectively with students, administration, parents, coworkers and management; establish and maintain cooperative working relationships with other employees of the District; create, promote and maintain a nutritious, safe and cost-effective food service program that complies with the NSLP and NSBP and other local, state and federal standards and regulations; deal effectively and professionally under pressure; maintain accurate and detailed records and inventories; possess intermediate bookkeeping, accounting and computer skills; complete written and web-based reports; work with vendors and procure foods in an economical and efficient manner; perform job tasks with sufficient physical capability.
- **Physical Effort/Working Environment** – Indoor (includes walk-in refrigerator and freezer work for extended amounts of time) and outdoor work environment performed under significant temperature variations. Moderate physical effort; lift/move fifty (50) pound loads; push and pull large. Loaded carts; use of disinfecting agents; stand for long periods of time, some climbing and balancing; frequent stooping, kneeling, twisting, turning, bending, stretching, crouching and/or crawling. Physical, mental and emotional stamina to endure meeting deadlines under sometimes stressful conditions. A pre-placement physical examination is required.
- **Licenses and Certification** – CPR, First Aide, and Food Handler's certificates are required. A valid Class C California Driver's license and evidence of appropriate automobile insurance based on DMV regulations is required
- **Education** – Bachelor's Degree or AA degree with course work in foods and nutrition preferred, or training, education and experience to enable employee to complete the requirements of the position.

West Sonoma County Union High School District

Supervisory Salary Schedule

8 hours per day, 12 month per year

Approved: December 12, 2002

Revised: August 10, 2011, September 9, 2015