

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Food Service Coordinator**

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**FLSA Status:** EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** To direct the provision of meals to students and staff which are attractive, palatable, safe, and meeting nutritional requirements which are set by the NSBP and NSLP. To operate within set budget guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Monitors food, supply, and labor costs and makes necessary adjustments in the use of food, supplies, and labor to improve efficiency and financial status of each kitchen.
2. Monitors and inspects the quality of food from storage to preparation and serving; and ensuring established quality control standards are met.
3. Responsible for ensuring financially sound operations in all supervised areas.
4. Responsible for preparing the annual budget for the school meal programs.
5. Analyze the monthly financial operation of the breakfast/lunch program at each school site.
6. Complete bid process for food and supplies for breakfast/lunch programs.
7. Prepare and deliver reports on the operation of the school meal program to the Board of Trustees as directed by supervisor.
8. Prepare, complete, and send state and federal reports including claim for reimbursement, annual school lunch agreement, and verification of free and reduced applicants.
9. Insures that managers/supervisors of programs follow federal regulations, Nye County School District policies and regulations, and departmental procedures and guidelines.
10. Trains employees, as well as, supervises the training of employees for care of equipment, portion control, serving of food, record keeping, accountability measures, sanitation and safety standards, and customer service.
11. Develops and implements in-service training programs, as necessary to promote new programs changes in procedure.
12. Evaluates assigned staff in the Food Services department, and offers additional training or mentoring for employees not performing to expectation.
13. Coordinates the interview and selection of new personnel.
14. Assists with other personnel actions that may include progressive discipline, employee placement, etc.
15. Coordinates communication and development of food service programs between administrators, parents, and food service employees.
16. Resolves food service complaints.
17. Reviews inspections from Nevada State Health Department and takes necessary action.
18. Meets with school administration, as required to discuss food service issues.
19. Conforms to safety standards as prescribed.
20. Performs and participates in other related duties as assigned by the Superintendent or designee.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Knowledge of federal/state guidelines related to Child Nutrition Programs.
2. Knowledge of food preparation and storage.
3. Ability to promote the Food Service Department in a positive manner.
4. Ability to implement change to improve financial status of operations.
5. Ability to review and evaluate records and reports.
6. Ability to plan, organize, and prioritize work.
7. Ability to train, supervise, and evaluate employees.
8. Ability to perform required mathematical computations and understand spreadsheets.

9. Ability to maintain confidentiality of information.
10. Ability to operate a computer and software applications related to work area.
11. Ability to meet predetermined deadlines and complete required work.
12. Ability to interpret and apply District policies and regulations and department practices and procedures.
13. Ability to learn and apply operating and safety procedures.
14. Ability to communicate clearly and concisely, both orally and in writing.
15. Ability to work cooperatively with District staff, parents, students, and outside agencies and apply good customer service.
16. Ability to recognize and report/correct hazards and apply safe work methods.

**POSITION REQUIREMENTS**

**Education, Training, and Experience:**

1. Associate Degree required, Bachelor's preferred.
2. Two (2) years' experience in an institutional, commercial, and/or school district setting managing a food production kitchen.

**Licenses and Certifications:**

1. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office/library/classroom equipment, communicable diseases.

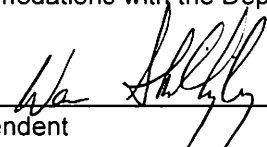
**Working Conditions:** Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: \_\_\_\_\_  
  
 Superintendent

9/21/2022  
 \_\_\_\_\_  
 Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_