

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Food Service Coordinator	CLASSIFICATION: Classified (SEIU)
REPORTS TO: Manager of Food Services	RANGE: 250
WORK YEAR: 9 Months	CLASS: Food Service
BOARD APPROVAL: 1/14/16	
BOARD REVISION:	

PRIMARY FUNCTION: Under general supervision of the Food Service Manager, to coordinate, plan, and participate in the operation of the school food service program and the timely preparation and service of safe, nutritious, and appealing meals; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by meeting the nutritional needs of students and assuring that they have the energy to function well and focus during instructional time.

SUPERVISION OVER: Student workers/volunteers in the Food Service program

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Develops menus and determines quantities and varieties of food items to be prepared in compliance with school meals program and child nutrition regulations.
- Establishes and follows a food preparation schedule to assure that meals are ready in the proper quantity at the appointed time.
- Determines the appropriate locations for and participates in setting up food carts, salad bars, and warming units for food service.
- Oversees meal preparation; Prepares and serves meals for students and staff.
- May rack and deliver food to school sites in accordance with food safety precautions and at the appointed time.
- Coordinates the site Food Service program by establishing the pace of work, communicating program expectations, offering constructive feedback, and informally addressing performance concerns with Food Service Assistants; communicates ongoing performance concerns to the Food Service Manager.
- Opens the Food Service facility at the appointed time and provides building access to all Food Service Assistants.
- May assist Food Service Manager with substitute calling for food service employees who will be absent.
- Orders, accepts, inspects, and stocks food items and supplies as needed; maintains inventory.
- Maintains effective sanitation of such things as food, supplies, utensils, and work/storage areas.
- Maintains awareness of and accommodates any necessary special dietary requirements or restrictions.
- Assigns and supervises student workers/volunteers in the Food Service program.
- Operates a cash register, counts money, and balances cash drawer; tracks, records, and maintains internal accountability for all sales transactions and funds collected.
- Assists parents and students with depositing funds and credits student food service accounts.
- Makes out and submits reports on meals served, money collected, and food used.
- Observes sanitary/safety violations, fixture/equipment malfunctions, and damages to facilities and reports them to supervisor; actively participates in emergency situations.
- Oversees and participates in cleaning of food preparation areas, equipment, utensils, and surfaces.

- Monitors the behavior of students in the food service area and refers them to the appropriate administrator as necessary.
- Monitors and guides the work of student workers/volunteers in the Food Service program.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- Three to five years specialized training or experience in food service for large groups OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Food handling and safety certification.
- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Methods, menus, and equipment used in food preparation
- Foods, their nutritive value, and balanced menu preparation.
- Necessary special dietary requirements and restrictions.
- Federal, state, and local regulations pertaining to school meals and child nutrition programs.
- Sanitation regulations and practices applicable to food production facilities and equipment.
- Basic inventory procedures.
- Basic cost accounting concepts and record-keeping techniques.
- Policies and procedures for free and reduced lunches.
- Proper standards and methods for food storage and stock rotation.
- Proper use of common kitchen appliances, equipment, and supplies.

ABILITY TO*:

- Plan and carry out food service program.
- Develop schedules and meet deadlines.
- Exercise caution and comply with health and safety regulations.
- Operate kitchen appliances and equipment.
- Handle money, perform basic math, keep accurate records, and prepare reports.
- Operate a cash register, computer, and job-related software effectively.
- Provide assistance and service to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.

- Write to complete logs, keep records, and fill out reports.
- Work both independently with little direction and as part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of the aforementioned concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS *(With or without the use of aids)*:*

- Work is performed while in a stationary position to operate a register or serve food.
- Work is performed while moving about the food service area to utilize kitchen equipment, etc.
- Work is performed while positioning self to access products and supplies.
- Work is performed while moving supplies weighing up to 50 pounds across the food service area.
- May require traveling in a vehicle to job assignments.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard and standard kitchen equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Kitchen, snack bar, multi-purpose room, cafeteria, or other indoor area; outdoor environment on campus in variable weather conditions; exposure to non-weather-related hot and cold temperatures; in vehicle traveling to job assignments.