

## Food Service Coordinator

FLSA Status: *Non-Exempt*

### General Definition of Work

The Food Service Department Coordinator is responsible for managing and supervising the overall development, planning, operations and personnel of school food services. This position reports to the Superintendent. Duties include overseeing nutritional activities including menu planning; food production; purchasing; budget monitoring and staff management to promote healthy food habits for children.

### Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Ensures Administrative compliance with District and regulatory agency standards and rules
- Receives interprets and communicates current Minnesota state and federal program legislation
- Plans and conducts opening and regular staff meeting
- Prepares financial reports and analyzes food and labor cost
- Recommends pricing structure of BKF, Lunch, A la Carte, Catering
- Develops breakfast and lunch menus for school cafeteria
- Conducts Nutrient Analysis using Nutrikids Software
- Prepares Prime Vendor, Milk and Bread Vendor Request for Proposals
- Evaluates, Selects and Recommends Prime, Commodity, Milk and Bread Vendors
- Estimates and Prepares Commodity Survey usage projection
- Determines Meals per man Hour/Productivity and Calculates staffing needs
- Conducts Minnesota Department of Education Review Preparation
- Coordinates Minnesota Department of Education Review Process
- Conducts Onsite Review/Minnesota Department of Education
- Completes Equipment specifications/Prepares Equipment RFP
- Evaluates, Selects and recommends necessary equipment consistent with budget expectations
- Implements and monitors annual budget
- Performs intermediate skilled administrative support work
- Ensures compliance with District and regulatory agency standards and rules
- Conducts School Meal Application and Verification Process
- Assists families with free/reduced meal program applications
- Maintains free/reduced program rosters
- Responds to parental requests for information regarding food service program and current account balances
- Conducts departmental supervision over District Food Service employees
- Conducts hiring, disciplining, and/or termination of food service employees
- Supervises, directs and evaluates assigned staff
- Processes employee concerns/problems
- Prepares menus for extra-curricular activities
- Orders food and supplies and ensures accuracy of perpetual inventories
- Maintains records of commodity availability, use and completes appropriate commodity surveys
- Supervises daily food preparation
- Completes daily reports regarding meals served and other food production requirements
- Accurately Records daily food service receipts and reconciles accounts
- Prepares and files food service reports with State regulatory agencies
- Maintains school food service records
- Prepares claims for reimbursement
- Develops policies and procedures for safety and food preparation using HACCP principles
- Coordinates training and professional development for department staff
- Inspects cafeteria equipment, storeroom, foods and employees to maintain proper sanitation
- Oversees and coordinates the cleaning and maintenance of equipment and work area
- Ensures workers have necessary supplies and equipment to perform tasks
- Maintains effective working relationships with food service employees, parents, students and the general public
- Types and distributes monthly menus; posts menus to school website.
- Conducts creative Marketing and Merchandising techniques
- Attends MDE Workshops that relate to this position
- Other duties as assigned

## **Food Service Coordinator**

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

Supervisory theories and principles. Relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements. Food production, purchasing, inventory and food preparation techniques and methods. Food and health requirements as governed by federal and state laws and regulations. Nutritional guidelines, requirement and standards. Recordkeeping, reporting and administrative requirements involved in managing programs/services. Administrative policies and procedures of the district. Fundamentals of financial, point of sale and accounting procedures of food service operations and programs. Nutrition education and menu planning.

### **Education and Experience**

Required associates degree, preferred bachelor's degree in nutrition management, school nutrition, dietetics or related area and/or a minimum of 5 years previous experience supervising and managing a large food production facility/operation.

Valid Minnesota Driver License required

### **Physical and Mental Requirements**

Position involves regular periods of time sitting at a computer. Position involves occasionally carrying and lifting 10 pounds. Position involves listening, speaking clearly and visual acuity. Position required handle multiple tasks at once while dealing with constant interruptions. Requires exercising confidentiality in handling school district information and private student data. Position requires flexibility and willingness to undertake a variety of tasks, sometimes at the direction of more than one person. Position requires meeting deadlines and high attention to detail. Position requires applying judgment and discretion in handling problems and issues.

### **Working conditions**

Majority of work is performed in normal office conditions. Some work is performed within the kitchen facility. Some travel between district building locations.

### **Special Requirements**

Safe Serve Certified as a Cook Manager

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonable accommodate individuals with a disability.*