

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COORDINATOR, FOOD SERVICE 76008

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum (4) years experience in school food service management or equivalent combination of experience and training.
- (3) Completion of Putnam County Food Service Course of Study and certification through School Nutrition Association.
- (4) ServSafe Certified.
- (5) Good physical health.
- (6) Valid Florida Driver's License.
- (7) Satisfactory clearance of criminal history background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service.
- (2) Thorough knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies, State Board Rules and statutes, federal regulation and local policies as they relate to the operation of food service programs.
- (3) Assist cafeteria in providing economical, nutritious and attractive meals which appeal to students; train and supervise Food service staff in schools; establish and maintain a favorable working relationship with school personnel, parents, District staff and subordinates; prepare and maintain reports in a timely manner.
- (4) Good oral and written communication skills and basic math skills.
- (5) Ability to utilize computer programs currently available in food service operation.
- (6) Ability to travel to schools to provide assistance.

REPORTS TO AND EVALUATED BY:

Food Service Director

JOB GOAL

To assist the Food Service Director in ensuring the smooth and efficient operation of the school food service program in accordance with federal, State and local rules, regulations and policies.

SUPERVISES:

School Food Service Personnel

PERFORMANCE RESPONSIBILITIES:

- (1)* Conduct food service reviews at assigned schools. Identify area requiring training, develop training plans and implement these plans.
- (2)* Assist with coordination and implementation of Summer Program.
- (3)* Train new managers and assist with the openings of new facilities.
- (4)* Provide assistance and training to food service staff and managers to meet department objectives and procedures.

- (5)* Assist in the financial management in school's food service operations.
- (6)* Develop strategies to improve productivity and efficiency in the school's food service operation.
- (7)* Coordinate the testing new products and recipes and evaluating the results for use in the Food Service Program.
- (8)* Assist food service manager in staffing, selection, counseling and evaluating their staff.
- (9)* Assist in the evaluation of the managers.
- (10)* Assist in coordinating the School Wellness Advisory Councils and promotions in the cafeterias.
- (11)* Assist in overseeing the food service operation of the school's disaster shelters.
- (12) Serve on committees or attend meetings related to District's Food Service Program.
- (13) Provide resource services to food services and school staff, parents and students.
- (14) Perform other duties as assigned by Food Service Director.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 11

SALARY LOCATOR: Support Personnel Salary Schedule 2

Job Class 06

EEO Line 06