

Food Service Coordinator

Chickasha Public Schools

Job Title: FS Coordinator
Location: Central Kitchen
Immediate Supervisor: Director of Finance
Supervises: All Central Kitchen Staff

Purpose of Position:

Administers the foodservice program in a multiple-site program according to policies and procedures, and federal/state requirements.

Qualifications:

High school diploma or GED

Four (4) years of experience as a supervisor in food service, preferably for a school district

Advanced training related to office management and computers

Knowledge of accounting and bookkeeping procedures

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none">• Good health and high energy level• Some bending and stooping• Ability to reach above shoulder level• Some climbing of short ladders• Ability to tolerate a stressful environment• Ability to lift objects weighing 10 lbs or more	<ul style="list-style-type: none">• Ability to be an effective team leader• Ability to work with other groups in the integration of nutrition into other core subject areas• Skills in motivating and supervising food service personnel• Knowledge of food service program requirements• Ability to interpret a nutrient analysis spreadsheet• Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures• Skill in using public relations techniques to promote the food service program to children, school personnel and the public• Computer literacy• Filing, sorting, recording, tabulating and copying• Excellent computation skills• Effective communication both orally and written• Excellent interpersonal skills• Telephone etiquette• Ability to relate courteously with children and adults• Knowledge of accounting procedures• Effectively use all business machines• Work independently• Plan, schedule and organize work• Maintain a positive work environment• Interpret and apply laws, regulations and policies• Ensure the quality of work as measured against established standards• Maintain confidentiality• Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position.)

- Comply with School Board Policy
- Comply with State Health Regulations and State Child Nutrition Regulations
- Plans and analyzes menus for all schools in the district to ensure that USDA Meal Pattern and nutritional requirements are met
- Plans menu adaptations for children with special needs
- Maintains a purchasing system consistent with USDA and state purchasing guidelines
- Enforces federal and state regulations regarding nutritional standards, reports and records. Prepares and maintains all records for required audits and reviews
- Oversees the administration of the district's free and reduced price meals program according to federal regulations
- Prepares, monitors and administers the food services budget. Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures
- Assesses customer preference, industry trends and current research to develop a long range plan that facilitates continuous program improvement
- Maintains an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel or a private service provider
- Ensure that established sanitation and safety standards are maintained
- Develops a marketing plan that promotes the school nutrition services to students, parents, other school personnel, and the community
- Develops and implements a catering plan that is consistent with school board policies
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the district.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date