

Birch Run School District—Position Description

Position Title: Coordinator, Food Service
Classification: Directors and Supervisors
Reports To: Director of Business Affairs
Prepared By:
Approved By:

Date: January 4, 2007
Date:

SUMMARY:

Directs the district's food service program in conformance with local, state and federal rules and regulations. Also follows Health Department requirements including public health, safety, and sanitation.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Oversees and coordinates the daily operation of the district's food service program.
- Monitors food production, inventory and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- Provides on-the-job training to staff in areas of food production, sanitation, etc.
- Interviews candidates and recommends employment decisions.
- Supervises and evaluates food service employees.
- Plans new programs and improves existing programs.
- Is responsible for all receipts and disbursements and for maintaining financial records.
- Develops specifications, solicits competitive prices, and purchase/requisition all food, equipment and supplies for the department.
- Plans menus that conform to federal regulations and provides nutritional and appetizing foods.
- Evaluates meal costs and recommends changes as appropriate.
- Prepares annual food service budget.
- Audits and approves employee time sheets.
- Develops and adjusts labor schedules according to meals per labor hour.
- Makes daily bank deposits.

All employees are required to maintain a high level of ethical behavior and confidentiality of any information regarding students, personnel, and all job related areas.

SUPERVISORY RESPONSIBILITIES:

Supervises all food service staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Three years of food service experience with at least one year as a food service manager. State-wide food service training classes. Continuing education in food service preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registered dietitian status preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to work with minimal supervision. Have a positive attitude in working with students, staff members, parents, and community members. Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, distance vision and depth perception. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours. The employee is occasionally exposed to fumes and hot objects. While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 0°. The employee will occasionally walk on slippery surfaces. The noise level in the work environment is frequently loud enough that you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.