

## **Food Service Coordinator**

### **Primary Function**

To coordinate district food service program.

### **Organizational Relationships**

Reports directly to the Business Manager.

### **Qualifications**

- Graduation from high school or technical school.
- Maintains a State of Illinois Department of Public Health Food Service Sanitation Certificate.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Working knowledge of food safety guidelines.
- Ability to operate various types of food service equipment and tools.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the district.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 50 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle student and staff information with confidentiality.

### **Performance Responsibilities**

1. Oversee compliance with food safety guidelines.
2. Coordinate monthly cook meetings.
3. Review building procedures for consistency of menus, procedures.
4. Maintain production of posted nutrition facts of all menus (NutriKids).
5. Review health department sanitation reports and makes corrections in a timely manner.
6. Review substitute list, develop pool of substitute cooks.
7. Review and approve building food orders. Provide training for head cooks and cook helpers.
8. Oversee operation of district point of service software program. Oversee menu planning for district in—services and meetings.
9. Maintains Total Access (School Dining Program) database. Performs billing/collections of Total Access.
10. Perform other related duties as assigned by the Business Manager.

### **Terms of Employment**

204 work days. Salary and work year established by the Board of Education.

### **Evaluation**

Performance of this job will be evaluated in accordance with Board of Education Policy and the Support Staff Agreement.