

District Food Service Coordinator

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Three years of experience in food service and/or warehouse management, including supervision
- Sanitation Certificate
- Valid Arizona driver's license

B. DESIRED

- Associate's degree in food service management or equivalent
- At least five (5) years of related work and supervisory experience in shipping and receiving
- Experience gained at a large scale food service operation

SUMMARY

Under general direction of the Director of Food Service, assists in the coordination and oversight of the food services program and is responsible for the operation of the central receiving, distribution and inventory functions of the food service cafeteria sites.

Reports to: Director of Food Service

ESSENTIAL FUNCTIONS

- Oversees the interview process for the department
- Ensures employee training and evaluation are performed by appropriate staff
- Assists the Director of Food Service in ensuring compliance with federal and state funding program requirements in the operation of the department to include menu planning, meal service, record keeping and database management. Performs site training and technical assistance.
- Participates in unit-meetings, in-service training, workshops, etc. for the purpose of providing written support and/or conveying information.
- Sets food prices and monthly menus including PAL and Achieve menus in conjunction with the Transportation & Food Services Director
- Ensures the food service department complies with the Arizona Department of Education School Nutrition Programs
- Ensures requirements for monitoring and compliance related to income eligibility for meals
- Collaborates and coordinates with local agencies on matters of food service operations, nutrition education and outreach endeavors that link the community and the school district
- Collaborates and coordinates with Director of Food Service regarding policy, procedure and maintenance

- Analyzes new concepts in food services administration and delivery systems. Implements those that are identified as beneficial to the District through operations and service advantages in consultation with the Director of Food Service
- Determines standards and specifications for storage, production, assembly and service areas as set forth by federal and state regulations for all sites and central processing in conjunction with Director of Food Service
- Plans and integrates placement, rotation and consolidation of current and projected supplies to achieve maximum utilization of space and equipment
- Oversees off-loading and receiving of supplies; identifies items, verifies quantities, inspects for damage and/or spoilage, and initiates appropriate action with vendors or carriers
- Oversees and assesses the activities of cafeteria personnel
- Acts as a liaison with site food service supervisors
- Establishes and maintains par levels on staple food items and supplies; initiates procurement requisitions as needed
- Operates and maintains computerized inventory control program
- Coordinates, schedules, and administers all site kitchen deliveries, caterings
- Routinely inspects delivery trucks to ensure sanitary standards are met. Arranges for repair and preventative maintenance of delivery vehicles and forklifts
- Works with Director of Food Service in preparing bids, buying and procuring food, supplies and equipment
- Maintains procurement documentation records and perpetual inventories and reports differences to the director. Complies with all Federal, State and district procurement rules and regulations
- Maintains warehouse facility to meet local, county and state health and safety standards
- Plans and conducts appropriate learning activities and in-service trainings; assists the director in developing training materials.
- Exhibits patience, courtesy, and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to lift, carry, and push objects of up to 50 lbs. as a regular duty
- Ability to stoop, bend, twist, pull, reach and lift objects above shoulders
- Ability to operate a small forklift and hydraulic lift master
- Ability to communicate effectively, orally and in writing
- Ability to follow USDA recipes and reports
- Ability to work effectively without direct supervision
- Ability to stand and walk most of the shift and withstand temperature extremes
- Ability to use food service and preparation equipment