

JOB DESCRIPTION

POSITION TITLE: Central Kitchen Coordinator – Romeo High School

CLASSIFICATION: AFSCME Food Service

FLSA STATUS: Non-Exempt

FTE STATUS: 1.00

REPORTING RELATIONSHIP: Director of Food Service

GENERAL PURPOSE:

Under general supervision of the Director of Food Service, the Central Kitchen Coordinator is responsible for managing and overseeing the district's flow of food and non-food items, planning, ordering, storing and coordinating product flow of food and non-food supplies applicable to the High School, Middle School, 9th Grade Academy, Elementary Schools and any other in district or out of district site as assigned by the Director of Food Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for knowing and understanding the meal patterns, including NSLP, NSBP, GSRP, DP and Head Start;
- Responsible for knowing how to use and maintain all kitchen equipment;
- Responsible for building and maintaining professional working relations with administration, building staff, employees and vendors;
- Responsible for communicating daily with the Food Service Director regarding questions and concerns within the department as needed;
- Works in partnership with the Food Service Director on the monthly menu review process;
- Attends monthly team meetings at all grade levels with the Food Service Director;
- Addresses questions and/or concerns brought forth by cooks regarding food routing and stock levels;
- Responsible for ordering food and non-food supplies from all sources, using the methods taught and required, within the timetable provided by the Food Service Director for Elementary Schools, Middle School, 9GA and Romeo High School, GSRP HDST and DP.
- Coordinate all aspects of food delivery, delivery issues, missing deliveries and missing products;
- Responsible for receiving weekly truck orders from vendors;
- Responsible for loading and unloading daily food carriers sent out to the elementary schools, Preschool, 9th Grade Academy and Romeo Middle School;
- Coordinates daily with the elementary cooks, Romeo Middle School Cook Leader and 9th Grade Academy cook on menu items routed from the Warehouse and Romeo High School;
- Responsible for making appropriate adjustments to menu items ordered and sent out to all kitchens;
- Responsible for updating and maintaining order guides in Google for satellite kitchens;



- Coordinates daily with Cafeteria Driver on items from the warehouse and daily carrier route;
- Main contact for GSRP, DP and Head start programs for any weekly meal concerns (missing items, count adjustments.);
- Responsible for obtaining Daily Sales Activity Report from Meal Magic Cloud along with updated numbers from elementary on hand sheet to use when forecasting/ordering correct menu items;
- Assists to ensure all food in refrigeration/freezer/dry storage is properly stored, labeled, and dated;
- Correctly rotates stock using the First in First Out (FIFO) method;
- Responsible for maintaining food and facilities within the appropriate government agency codes
- Responsible for communicating with the Food Service Director any equipment concerns for service calls;
- Assist in all areas of service including but not limited to cashiering, serving and cooking to serve students quickly and effectively as needed per the direction of the Food Service Director;
- Responsible for maintaining a clean working area: serving lines, work stations, reach in coolers/warmers, and equipment are cleaned daily. Stainless is cleaned weekly. Boxes are broken down before placed in cart dumpster daily. Trash cans are not over loaded. Stock room, walk-in cooler and walk-in freezers are kept neat and clean. Empty boxes are removed and floors are kept clean;
- Responsible to report in and receive orders when the district calls a snow day if Food Service Director is unable to stop the food truck delivery.
- Performs duties per the HACCP process;
- Responsible to complete yearly Professional Development in accordance with USDA Policy 80 FR11007 and provide that documentation to the Food Service Director;
- Responsible for completing all Professional Development required by the District, i.e. SafeSchools;
- Must be able to work as a team;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Participate in organizational quality;
- Keep in confidence all student and/or personnel records and information;
- Adheres to district and school rules and procedures;
- Displays a neat and friendly appearance to students, staff and guests of the District;
- Conducts behavior to demonstrate collegiality and professionalism;
- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by the Food Service Director.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalency
- ServSafe Certification
- ServSafe Allergens Certification



- Minimum one (1) year experience in full preparation cooking within a kitchen or equivalent
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of Food Safety and Health Department codes;
- Knowledge of materials, methods, and equipment used in preparing food on a large scale;
- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to organize daily work in a timely fashion for completion of tasks;
- Ability to delegate and assign work tasks to other staff within work group in a tactful, polite and effective manner;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying



equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds without assistance. Employee must be able to push/pull 100 lbs. without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Employee must be able to work for extended periods of time in walk in cooler and freezer environments. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.



"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

Employee Signature

Date

Employee Services Signature

Date