

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - Food Service Coordinator

Primary Function:

The Food Service Coordinator will execute all duties required for an effective food service program for all students.

Supervision Received:

The Food Service Coordinator is directly responsible to the Superintendent.

Direction Exercised:

The Food Service Coordinator is responsible for the supervision of all food services in the Windber Area School District.

Essential Duties:

A. Nutritional and Educational Objectives

1. Develops the school food service program and meets Federal, State and Local regulations. The program shall provide a practical application of sound nutrition and serve as a mechanism for improving student health and nutrition.
2. Works to provide nutritional and educational opportunities for food service staff, students, teaching staff, parents, and community.

B. Personnel Management and Training

1. Assists in and establishes uniform personnel policies for school food service
2. employees, basic job descriptions, salary schedules and benefits, and in evaluating personnel.
3. Recruits, screens, interviews, and recommends placement of school food service personnel.
4. Establishes work performance standards. Plans work schedules, training, in-service and recommends workshops for job enrichment.
5. Promotes teamwork and efficient production.
6. Administers pertinent personnel policies as authorized.
7. Assumes an active role in professional organizations.

8. Evaluates current research data and applies that which is relevant.
9. Participates periodically in relevant seminars, workshops, and short courses as offered.

C. Operational Policies and Procedures

1. Cooperates with principals and others to plan school meal schedules to fit the requirements and facilities of the particular school.
2. Plans menus based on USDA nutritional requirements and pupil acceptance that can be funded within the approved budget.
3. Develops standard recipes and portions to be used in the preparation and serving of food.
4. Establishes standards for food preparation and service with emphasis upon creative and appetizing appeal, maximum nutritive value and flavor, efficient preparation and service under sanitary conditions.
5. Works closely with kitchen managers to achieve this objective.
6. Assists in developing specifications and standards of quality for purchase of food, supplies, and small equipment.
7. Requisitions amount of food and supplies and small equipment purchased. Develops procedures for properly receiving food and supplies and arranges for their proper storage and distribution.
8. Establishes a price comparison system for the procurement of food and non-food materials and participates in the CESA 2 cooperative food purchasing program.
9. Requisitions government (USDA) commodities and plans for efficient use of the allotment and bonus commodities in the district menu.
10. Develops and maintains routine procedures for accurate checking and distribution of meals to promote and evaluate patron satisfaction.

D. Financial Management

1. Cooperates in establishing a financial policy that will permit the serving of adequate and satisfying school meals at a minimum cost to the student and the taxpayer.
2. Assists in developing or administering accurate accounting procedures and records for proper control and management of resource collections and expenditures i.e. labor, food, supplies and other costs as prescribed in the Child Nutrition Programs Administrative Financial Handbook.
3. Collects necessary data to compile financial and statistical information.
4. Serves as the designated official in charge of determining eligibility for free or reduced price meals, processing the applications.
5. Assists in establishing and maintaining inventories necessary for proper control of equipment and supplies.
6. Prepares the annual food service budget.

E. Planning and Maintenance of Physical Facilities

1. Cooperates in the planning of school food service facilities including layouts and the selection of large and small equipment and furnishings, making use of established criteria.
2. Keeps informed of new developments in equipment that will improve and upgrade the school food service program.
3. Instruct personnel in proper use and care of equipment and supplies.
4. Cooperates with custodial and maintenance departments in planning for the proper care and maintenance of equipment and supplies and the proper cleaning of food service areas.

F. Sanitation and Safety

1. Maintains high standards of sanitation and safety in all phases of the school food service program.
2. Has a working knowledge of all local and state health laws and regulations.

G. Public Relations and Communications

1. Promotes the school food service program and nutrition education as an integral part of the total school educational program.
2. Maintains liaison with the Pennsylvania Department of Education.
3. Assists in establishment of, and interprets aims and objectives of the program to students, staff, parents and community.
4. Interprets through committee work, speeches, newspaper, radio and TV, the aims and objectives of the school food service program.
5. Establishes good rapport with the students, teaching staff, school administrators, senior citizens, civic groups and the general public.
6. Develops or assists in the development of printed matter and audio-visual aids including general materials for public information.
7. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

Secondary Duties:

1. Respond to inquiries and concerns in a timely manner.
2. Keep supervisor informed of potential problems or unusual events.
3. Represent the district in a positive and professional manner.
4. Prepare or oversee the preparation of all required reports and maintain all appropriate records.

5. Develop annual goals and objectives consistent with and in support of district goals and priorities.
6. Assist in the development of policies and procedures for transportation services.
7. Provide leadership and direction for assigned areas of responsibilityServe on district, state or community councils or committees as assigned or appropriate.
8. Provide oversight and direction for cooperative planning with other agencies.
9. Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
10. Maintain a network of peer contacts through professional organizations.
11. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
12. Maintain expertise in assigned areas to fulfill project goals and objectives.
13. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
14. Participate in state training programs and courses to increase the level of food services.
15. Perform temporary duties as assigned by the Superintendent.

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

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Food Service Coordinator shall hold at least a high school diploma.
2. Background in preparation of food in an institutional setting. Experience and/or training with planning menus, budgeting, and personnel management.
3. Ability to organize ideas and establish and maintain working relationships based upon mutual trust and respect.
4. Background and/or training in nutrition is preferred.
5. Must have the ability to organize, administer, and provide leadership for position responsibilities.
6. Knowledge of PDE regulations relative to school food service programs.
7. Knowledge of program planning and budgeting.
8. Excellent communication, problem solving and organization skills.

Salary:

The salary and work year of the Food Service Coordinator shall be set by the Board of Education.