

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**COORDINATOR, FOOD SERVICE 76008**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum (6) years experience in school food service management or equivalent combination of experience and training.
- (3) Certification through School Nutrition Association.
- (4) ServSafe Certified.
- (5) Good physical health.
- (6) Valid Florida Driver's License.
- (7) Satisfactory clearance of criminal history background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service.
- (2) Thorough knowledge of food preparation and basic nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies and equipment, State Board Rules and Statutes, Federal Regulation and local policies as they relate to the operation of food service programs.
- (3) Supervise Food Service Staff in schools.
- (4) Establish and maintain a favorable working relationship with school personnel, parents, District staff and subordinates.
- (5) Good oral and written communication skills and basic math skills.
- (6) Ability to utilize computer programs currently available in food service operation.
- (7) Ability to travel to schools to provide assistance.

**REPORTS TO AND EVALUATED BY:**

Food Service Director

**JOB GOAL**

**To assist the Food Service Director in ensuring the smooth and efficient operation of the School Food Service Program in accordance with Federal, State and Local rules, regulations and policies.**

**SUPERVISES:**

School Food Service Personnel

**PERFORMANCE RESPONSIBILITIES:**

- (1)\* Conduct school based program reviews. Identify areas requiring training, develop training plans and implement these plans.
- (2)\* Assist with coordination and implementation of Summer Program.
- (3)\* Train new managers and assist with the openings of new facilities.
- (4)\* Provide assistance and training to food service staff and managers to meet department objectives and procedures, including safe food handling and use and care of equipment.
- (5)\* Monitor District food service equipment maintenance and replacement program.
- (6)\* Act as a liaison between school-based food service operation and the maintenance department as well as vendors providing repair and maintenance service.
- (7)\* Identify, test and recommend food service production and serving equipment.
- (8)\* Assist in the planning for new equipment and facilities.
- (9)\* Develop strategies to improve productivity and efficiency in the school's food service operation.
- (10)\* Assist food service manager in staffing, selection, counseling and evaluating their staff.
- (11)\* Participation in the evaluation of the managers.
- (12) Assist in overseeing the food service operation of the school's disaster shelters.
- (13) Serve on committees or attend meetings related to Food Service Program.
- (14) Provide resource services to food services and school staff, parents and students.
- (15) Perform other duties as assigned by Food Service Director.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.