

Northfield

Public Schools 1 S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Food Service Coordinator	Department: Food Service
Immediate Supervisor's Position Title: Director of Business Affairs	FLSA Status: Exempt
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: Under the general direction of the Director of Business Affairs, the Food Service Coordinator manages and supervises the overall operations and staff engaged in the production and service of meals, food and catering services provided by the department in accordance with relevant federal and state guidelines. The Food Service Coordinator is responsible for the development of food menus that meet the requirements of USDA and the national school lunch program; providing meals and contracted food service with not-for-profit community agencies (i.e. Semcac, Inc., Three Rivers Community Action, etc.); evaluating program participation, meal acceptability and financial operations in an effort to meet the program goals of being a self-supporting operation.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Supervises all food service personnel assigned to six kitchens and one satellite school directly through coordination with kitchen managers on-site.
Percent of Time:	35%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Assigns work, monitors work operations, sets work priorities, determines and defines work requirements of positions within food service.• Interviews, selects and provides work training, orientation and in-services for staff in safety, sanitation, and food production methods, techniques and equipment operation.• Evaluates and conducts formal evaluations on staff performance.		
Duty/Responsibility No:	2	Statement of duty/responsibility: Counsels, trains and directs kitchen managers with problem solving, personnel issues, and operational issues involved in the coordination of operations at their assigned sites.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Troubleshoots point of sale and inventory control system problems, issues or concerns.		

Duty/Responsibility No:	3	Statement of duty/responsibility: Plans and writes nutritious menus in compliance with USDA guidelines and standards for the national school lunch, breakfast, after-school and summer snack programs and any relevant state or federal guidelines.
Percent of Time:	20%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Identifies and evaluates the availability of USDA commodities. Prepares menus considering existing inventories and various seasonal and special events. Evaluates the acceptability of meals, meal participation, and desirability when menu planning 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Maintains a system for financial accountability. Coordinates and participates in the preparation and submission of records and reports required by the district or State of MN.
Percent of Time:	18%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Monitors department revenues and expenditures for all service programs. Provides information on nutrition as requested by school staff, parents, students or administration. Recommends school meal prices based upon participation and program requirements/needs. Makes recommendations concerning program budgetary requirements and needs. Researches and obtains pricing quotes for purchases. Prepares equipment/purchasing specifications for all major purchases over established policy limits including milk/bread vendor agreements and equipment purchases. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Establishes and monitors food service standards for food production, food and non-food procurement and equipment maintenance.
Percent of Time:	10 %	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	6	Statement of duty/responsibility: Coordinates and oversees the advertising, distribution, review and approval of free and/or reduced meal applications.
Percent of Time:	3%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Attends conferences, seminars or training sessions to keep informed with respect to developments, trends or issues in the areas of food production and services. Attends and participates in state or regional professional meetings and organizations. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's degree
	High school diploma or GED.		Major field of study or degree emphasis: Dietetics, Nutrition, or related area.
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ▪ Supervisory theories and principles ▪ Relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements. ▪ Food production, purchasing, inventory and food preparation techniques and methods. ▪ Food and health requirements as governed by federal and state laws and regulations ▪ Nutritional guidelines • Recordkeeping, reporting and administrative requirements involved in managing programs/services. • Administrative policies and procedures of the district. • Fundamentals of financial and accounting procedures of food service operations. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary. • The skill and ability to communicate - both orally and in writing.
	2nd year graduate level		
	Doctorate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one years experience managing and overseeing a large food production facility or directly related experience.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Sanitation and Food Manager Certification.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Planning, evaluating, implementing and installing food production, food inventory and 	

	purchasing controls, procedures and methods. <ul style="list-style-type: none"> • Supervising, delegating responsibilities, establishing accountabilities and evaluating program personnel. • Problem-solving food production problems, questions and issues. • Planning and purchasing of food items and equipment. • Nutrition education and menu planning. • Using computers and related software applications. • Computing basic mathematics including food measurement conversions. • Applying food preparation techniques.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Kitchen Managers	6
TOTAL		6

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Food Service Associates I and II, Bakers	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties performed by this classification are primarily administrative, supervisory and management in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry):			X	

up to 10 pounds				
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Prepared by: BCC, LLC (RWB) 9/03.