

**Job Title:**                    **Coordinator – School Food Services Operations**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**            Professional – 5

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
  
JUNE 20, 2017  
  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to assist the Director – School Food Services in the planning and execution of management standards for the Escambia County's School Food Services Department with specific emphasis on procurement, inventory control, federal/state guidelines, and food safety.

## **ESSENTIAL JOB FUNCTIONS**

- Assists the Director in planning, organizing, and executing the food services program.
- Assists cafeteria managers in staff issues, inventory control, and USDA/Florida Department of Agriculture regulations.
- Assists in the evaluation of the total food services program, including labor costs, food costs, equipment purchasing, and accounting.
- Visits school cafeterias on a regular basis.
- Assists with food testing and evaluation for bidding and selection purposes.
- Oversees all food purchasing activities, including bid specification quantities and bid awards.
- Assists in developing workshops for food services personnel.
- Reviews food services management reports to assess and analyze the financial status of each school and the District, and assists the Director with implementing changes as appropriate.
- Assists the Director in assessing, purchasing, and transferring of food service equipment.
- Determines staffing hour allotment and positions for all sites including manager classification.
- Coordinates and supervises all dietetic interns.
- Interfaces with cafeteria managers weekly and school principals periodically to ensure uniform compliance and understanding of food services program.
- Presents the food services program to parents and staff to assure understanding and positive public relations.

- Participates in the selection of Food Services personnel.
- Serves as a resource to school advisory committees, Wellness Programs, and the instructional programs promoting healthy eating habits.
- Meets with IEP teams and parents in an effort to accommodate the increasing number of children with a wide variety of food allergies.
- Participates in the renovation of food service facilities and in the construction of new facilities.
- Assists in presenting training for new employees and food and safety training.
- Assists the Director in the development of the agenda for all cafeteria managers' meetings and co-directs the meetings.
- Works closely with vendors and suppliers in bidding and delivery of goods process.
- Assists in the District's emergency preparedness efforts in conjunction with the District's Emergency Preparedness Plan.
- Schedules and provides inservice training for food services personnel.
- Coordinates course work to meet professional standards requirements for school food service personnel.
- Attends District and state meetings to stay abreast of recent changes in state and federal guidelines.
- Assists and coordinates the planning, development, and evaluation of the District-wide food services program.
- Assists in the preparation of required reports and maintains all appropriate records for audit.
- Coordinates training and accountability for after school care snacks.
- Organizes the summer school lunch program and works with shelters.
- Assists cafeteria managers with new employee training.
- Works with school staffs, students, and parents in promoting good nutrition, safety, and sanitation standards.
- Provides proactive leadership in promoting the District Food Services Program.
- Displays initiative in recognizing potential problems and proposes potential solutions.
- Sets high standards for self and others.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution.
- Registration through the American Dietetic Association preferred.
- ServSafe certified, trainer certification preferred.
- Minimum of three (3) years of experience in school food services or related experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display a basic understanding of area of dietetics as it relates to school age children.
- Requires the ability to display knowledge of state and federal guidelines pertaining to school lunch.
- Requires working knowledge of accounting principles as they relate to financial management.

- Requires general knowledge of food services equipment.
- Requires an understanding of state and federal policies and rules and the reporting requirements.
- Requires knowledge in area of food services computer applications.
- Requires the ability to interact with school-based personnel, parents, other departments, and School Board personnel.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment and computers.

### **PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, talking, visual acuity, and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**