

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: Food Service Program Coordinator	WORK YEAR: 191 Work Days
RESPONSIBLE TO: Superintendent	RANGE: 8

GENERAL DESCRIPTION:

Under general supervision, Food Service Program Coordinator keeps assigned area of the school kitchen in orderly, clean, sanitary and safe condition. The Food Service Program Coordinator works directly with the students, meal vendor and staff in relation to the school meal program and ensures the meals served meet United States Department of Agriculture (USDA) requirements. This position requires a pre-placement physical exam, fingerprint clearance, and TB testing.

ESSENTIAL DUTIES

- Count lunch orders to determine number of lunches to be prepared for the day
- Complete Daily Meal Count Edit worksheet
- Collect funds and apply to individual student accounts
- Balance monies with “Total Revenue for a Date Range” report
- Prepare daily deposit and provide to appropriate office staff
- Create classroom order sheets for following day and place envelopes in Teacher boxes
- Scan student barcodes for student breakfast and lunches ordered and/or received and check daily count through Student/Staff meals ordered in date range report
- Provide sheets to Food Service staff to check off/data entry
- Correct any orders from original morning orders
- Contact students/parents of balance due utilizing phone or letter to classroom/home/email
- File daily order sheets with copy of bank deposit and total revenue for weekly reports
- Print reports for State reporting, including number and names for free and reduced meals, number of meals in each category served for that month
- Fill out monthly Child Nutrition Information and Payment System (CNIPS) report, copy report record, combine order sheets, revenue reports and all other materials on file for that month
- Copy and distribute monthly menu to classrooms, offices, bulletin, and website coordinators
- Ensure kitchen is equipped with monthly menu for planning
- Process and file applications for Free and Reduced Meal Program, change status on student database, when required
- Provide annual verification through CNIPS
- Ensure that students who continually need a lunch get one and work with Administration and staff to ensure children are being fed, as needed
- Receive orders from Teachers for field trips
- Place sandwich inventory order for field trip lunches and make available on field trip day
- Communicate with parents concerning lunch program funds and continually work to receive payment when due
- Compile daily production records
- Complete courses in mandatory food service preparation, sanitation and safety
- Implement Free and Reduced Price Meal Program in a manner that protects and preserves the civil rights of all students
- Ensure compliance with Federal, State, and Local Laws and the Forestville Union School District Board policies
- Develop, implement, and monitor the Districts mandated Hazard Analysis Critical Control Point (HACCP) plan and ensure school is inspected twice, annually, by the local Department of Health

- Implement corrective action, when needed, to address any deficiencies identified within the District's Child Nutrition Program
- Complete Annual Mandatory Training with the California Department of Education
- Work directly with California Department of Education Nutrition Services Division to complete Administrative Review
- Rack meals from refrigerator and schedule cooking times according to items on menu
- Set up and serve morning breakfast and second breakfast cart
- Set up salad bar and hot food line according to menu and inventory
- Restock and clean salad bar/hot food, as needed, over the three lunch periods
- Clean kitchen, as needed
- Keep track of supplies needed in the kitchen and request from appropriate office staff
- Track number of meal items, including milk, served daily
- Take out garbage and recycling from kitchen
- Order food from vendors based on daily average of meals ordered
- Check-in delivery from food vendors and organize freezer, refrigerator, and dry goods, as needed
- Communicate all needs and problems of the lunch program with the Superintendent
- Other duties as assigned

OTHER DUTIES:

- Ability to supervise the duties of the Food Service Staff
- Organize and coordinate the lunch program
- Communicate with all parties regarding the needs of the lunch program
- Gather information required in a confidential manner
- Ability to clean and sanitize kitchen area, utensils and dishes, and pots and pans
- Work independently

EMPLOYMENT STANDARDS:

- **Training and Experience:** Knowledge and experience in working within a school lunch program. Knowledge of basic computer functions and related software, such as student data base software, Schoolwise, Office, reporting methods, and Federal guidelines for nutrition
- **Abilities:** Ability to communicate effectively, both orally and in writing, to think creatively, and provide the environment for a successful and effective lunch program. Problem solve with staff, yard duty supervisors, outside vendors, parents, and students as well as establish and maintain cooperative working relationships with others
- **Physical Effort/Working Environment:** Indoor and outdoor work environment during all seasons. Perform light to moderate work, lift and carry up to 50 pounds with occasional stooping and bending
- **Licenses and Certifications:** Food Safety Manager which includes safe food handling.
- **Education:** Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully

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

Board approved: June 23, 2016