



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Food Service Operations Coordinator

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Basic Computer Skills
- Current TB test
- Food Handlers Certification as requested
- Ability to read & communicate in English
- Knowledge and experience in quantity cooking
- Good communication and interpersonal skills
- Ability to use good judgment; be dependable, punctual and work with assigned time frame
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

REPORTS TO: Director of Food Service

TERMS OF EMPLOYMENT: Benefits and work calendar as provided by the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the selection, assignment, orientation, and evaluation of performance for food service personnel.
2. Train food service managers on Park Hill policies, procedures, production techniques and National School Breakfast and Lunch Program guidelines.
3. Oversee food service staff to assure policies and procedures are correctly followed.

4. Provide support to managers to include grocery orders, inventory, deliveries, HACCP regulations, bank deposits, invoices, and reports.
5. Assist food service managers with employee performance issues and report concerns to Director of Food Service.
6. Assist with food service purchasing including monthly commodity orders, small wares and equipment needs.
7. Communicate with and oversee food service drivers to assure deliveries are timely.
8. Communicate regularly with Director of Food Service.

OTHER JOB FUNCTIONS:

1. Speak to students concerning health and good nutrition and assist with Student Food Advisory Committees.
2. Assist in the planning of kitchen facilities and procurement of equipment.
3. Attend meetings as required by the Director of Food Service.
4. All other duties as assigned.