

DUBLIN UNIFIED SCHOOL DISTRICT COORDINATOR OF FOOD SERVICES

GENERAL DESCRIPTION

Under the supervision of the Chief Business Officer, plan, organize, and direct the District's food service program and training department personnel.

PERFORMANCE RESPONSIBILITIES

- Coordinate and provide direction the district food service program conforming to federal, state and school district policies and regulations.
- Ensure that the operating of the food service program is efficient and economical.
- Implement and coordinate the preparation of cost control records; analyze financial and operating statement.
- Plan a master menu for the district, ensuring dietary balance and nutritional adequacies, which meets USDA nutritional requirements.
- Inspect cafeterias for cleanliness, sanitation of food, safety, and compliance with established operating procedures and all mandated requirements.
- Provide input to site principals on child nutrition staff annual evaluations.
- Control the hiring, assigning, transferring, and retaining of food service personnel.
- Prepare the budget for food service operation and controlling expenditures.
- Prepare specifications, renewing bids, and purchasing cafeteria foods, supplies, and equipment in accordance with Board policy.
- Assist with the planning of any community event which utilizes cafeteria facilities.
- Oversee National School Lunch Program, preparing State reimbursement claims to ensure that the district is in compliance with all State and Federal regulations.
- Meet and cooperate with school building principals to ensure high quality and service.
- Consult as needed with school planners and architects on plans and specifications for new or renovated food preparation centers.
- Maintain inventory control system for the food service department.
- Maintain level of professional competence through participation in regional, state and national workshops, meetings and seminars.

MINIMUM REQUIREMENTS

Knowledge of:

Modern food service methods and equipment, food values, proper food combinations, and economical substitutions that may be used within food groups; proper health and sanitation methods and procedures used in food service operations; accounting records of a food service program; purchasing methods and control; and principles of supervision.

Ability to:

Prepare balanced menus for children of varying ages; buy large quantities of food economically; prepare and utilize accounting records for self-sustaining food service programs; select, train, and direct cafeteria personnel; coordinate and direct all phases of cafeteria operations; establish and maintain cooperative relationships with those contacted during the course of work.

TRAINING AND EXPERIENCE

Equivalent to graduation from a recognized college or university with a major in home economics or a related field; or experience in the food services area; five years of experience in school cafeteria; or five years of experience in institutional food management involving the planning and preparation of food in large quantities.

SALARY PLACEMENT

Classified Salary Schedule B, Range M.