

Maxwell Unified School District
515 Oak Street
Maxwell, Ca. 95955
530-438-2291
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JOB DESCRIPTION – FOOD SERVICES COORDINATOR

DEFINITION:

This position is a classified management position reporting to the District Superintendent and Business Manager. Primary responsibilities include food services management, day to day assistance at both the high school snack bar and the elementary school cafeteria.

DUTIES:

- Ensures that the Maxwell Unified School District is in compliance with State and Federal program regulations pertaining to food service programs.
- Ensure the nutritional requirements are met for all prepared meals.
- Orders food service supplies and food items for the District.
- Organizes and prepares all district menus.
- Create and monitor production records
- Annual Inspections
- Audit preparation
- Assist with annual reports
- Food service consulting as needed

REQUIRED QUALIFICATIONS:

- Must be a high school graduate or equivalent.
- Knowledge of State and Federal laws, regulations and rules pertaining to food service management ensuring that the District is in compliance with all requirements.
- Knowledge of food ordering processes and procedures to ensure competitive pricing and adequate nutritional quality of food items ordered.
- Knowledge of and ability to adhere to health and safety rules and regulations pertaining to food handling and storage.
- Ability to establish and maintain a recordkeeping system to prepare monthly and annual reports.
- Ability to manage conflicting priorities and deal effectively with a wide variety of demands and operating conditions.
- Skill in interacting effectively with subordinates, school staff, students, parents and community members.

PHYSICAL DEMANDS:

Work requires being on one's feet for long periods of time and daily lifting of heavy boxes and cartons. Sitting for periods of time to complete necessary paperwork and reports is also required.

WORK ENVIRONMENT:

Work is typically performed in the high school snack bar, elementary school cafeteria, or district office.

Board Approved: 12/12/16