

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE 6/4/92
 BAND & GRADE D-2-1-14

POSITION TITLE FOOD SERVICE COORDINATOR

IMMEDIATE SUPERVISOR DIRECTOR OF BUSINESS SERVICES

BUSINESS DIRECTOR _____
FOOD SERVICE COORD.
 SUPERVISOR _____
 EMPLOYEE _____

Job Summary (Basic Purpose of Position)

TO DIRECT AND MANAGE THE FOODSERVICE PROGRAM THROUGHOUT THE SCHOOL DISTRICT

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M ,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
DIRECT AND MANAGE FOOD SERVICE PROGRAM FOR ELEMENTARY & SECONDARY SCHOOLS.				KNOWLEDE OF:	1. PERFORMANCE EVALUATIONS WERE ON FILE AT YEAR END. 2. MENUS WERE COMPLETED AND ON FILE. 3. MENUS MET THE CRITERIA OF THE DIETARY GUIDELINES AND MINNESOTA LUNCHPOWER. 4. SANITATION AND SAFETY PROCEDURES WERE ESTABLISHED AND FOLLOWED. 5. ALA CARTE AND SATELLITE PROGRAMS WERE ESTABLISHED AND MAINTAINED WHERE NECESSARY. 6. REPORTS WERE SUBMITTED TO THE STATE DEPARTMENT IN A TIMELY MANNER. 7. INFORMATION WAS DISSEMINATED TO EMPLOYEES AS NECESSARY. 8. INSERVICE SESSIONS WERE CONDUCTED FOR EMPLOYEES. 9. FREE AND REDUCED MEAL APPLICATIONS WERE REVIEWED.
1. SUPERVISE AND TRAIN EMPLOYEES AND CONDUCT PERFORMANCE EVALUATIONS.	D-6	D-10%		1. FEDERAL & STATE REGULATIONS GOVERNING CHILD NIUTRITION PROGRAMS	
2. PLAN MENUS FOR USE IN SCHOOLS.	C-4	M-15%		2. APPLICABLE STATUS	
3. ENSURE MENUS MEET THE DIETARY GUIDELINES AND MINNESOTA LUNCH POWER CRITERIA.	C-4	D-5%		3. BOOKKEEPING PROCESS	
4. ESTABLISH AND ENFORCE SANITATION AND SAFETY PORCEDURES FOR FOOD SERVICE.	C-4	A-10%		4. BASIC NUTRITION 5. SAFETY AND SANITATION PROCEDURES	
5. CREATE ADDITIONAL SUPPORT FOR PROGRAMS BY ADDING ALA CARTE AND SATELLITE PROGRAMS.	B-2	M-15%		6. DISTRICT POLICIES 7. MICRO-COMPUTER OPERATION	
6. COMPILE AND SUBMIT REPORTS TO STATE DEPARTMENT.	B-2	A-10%		ABILITY TO: 1. COMMUNICATE(VERBAL AND WRITTEN)	
7. DISSEMINATE INFORMATION TO FOOD SERVICE EMPLOYEES FROM STATE DEPARTMENT AND LOCAL SCHOOL DISTRICT POLICIES.	C-4	A-25%		2. PLAN 3. DELEGATE 4. ALLOCATE 5. ORGANIZE 6. CONTROL	
8. CONDUCT IN-SERVICE PROGRAMS FOR EMPLOYEES.	B-2	D-10%		7. DIRECT 8. MOTIVATE 9. BUILD CONSENSUS	
9. REVIEW ALL FREE AND REDUCED MEAL APPLICATIONS TO DETERMINE ELIGIBILITY.					

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
10. VIERIFY 3% OF FREE AND REDUCED MEAL APPLICATIONS FOR COMPLIANCE. 11. DEVELOP AND MONITOR BUDGET FOR CHILD NUTRITION PROGRAM. 12. EVALUATE PROGRAM AS TO ITS CURRENT STATUS. 13. COMPILE AND SUBMIT REPORTS TO THE BOARD OF EDUCATION AND DIRECTOR OF BUSINESS SERVICES. 14. REVIEW PURCHASED AND COMMODITY INVENTORY. 15. ANALYZE MENU TO DETERMINE PER MEAL COST. 16. ANALYZE LABOR COSTS PER MENU. 17. COMPILE AND SUBMIT PAYMENT VOUCHER FOR NUMBER OF MEALS SERVED TO STATE DEPARTMENT FOR REIMBURSEMENT OF MEALS. 18. COMPILE AND SUBMIT COMMODITY INVENTORY REPORT TO STATE DEPARTMENT. 19. PROCURE ALL FOOD AND NON FOOD ITEMS. 20. MAINTAIN COMPUTERIZED INVENTORY. 21. INTERVIEW AND SELECT PERSONNEL FOR FOOD SERVICE POSITIONS. 22. MAINTAIN SUBSTITUTE FILE.	B-2 D-6 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 B-2 D-6 D-6 C	A-5% M-10% W-10% M-20% D-5% M-10% M-5% M-15% Q-10% D-30% W-15% A-15% A-5%		SKILL OF: 1. KITCHEN EQUIPMENT OPERATION. 2. OPERATING A CALCULATOR 3. OPERATE MICRO-COMPUTER	10. THREE PERCENT OF FREE AND REDUCED MEAL APPLICATIONS WERE REVIEWED FOR COMPLIANCE. 11. DEVELOP AND MONITOR ANNUAL BUDGET. 12. FOOD SERVICE PROGRAM WAS EVALUATED AND NECESSARY REVISIONS WERE MADE. 13. NECESSARY REPORTS WERE SUBMITTED TO THE DIRECTOR OF BUSINESS SERVICES AND BOARD OF EDUCATION. 14. COMMODITY INVENTORY WAS MAINTAINED PROPERLY. 15. MENU WAS ANALYZED TO DETERMINE PER MEAL COSTS. 16. MENU WAS ANALYZED TO DETERMINE PER MEAL COSTS. 17. PAYMENT VOUCHERS FOR NUMBER OF MEALS SERVED WERE SUBMITTED TO THE STATE DEPARTMENT IN A TIMELY MANNER. 19. ALL FOOD AND NON FOOD ITEMS WERE PURCHASED IN A TIMELY MANNER. 20. INVENTORY WAS MAINTAINED PROPERLY. 21. QUALIFIED EMPLOYEES WERE EMPLOYED WHEN NECESSARY. 22. SUBSTITUTE FILE WAS MAINTAINED AND USED WHEN NECESSARY.