

Descriptor Term:

**GFACA**

**JOB DESCRIPTION:  
SCHOOL FOOD SERVICE COORDINATOR**

ISSUE DATE: 6-27-00  
Revised: 3-14-16

**QUALIFICATIONS:**

1. High School Graduate with additional related schooling preferable.
2. Meet the requirements to hold an Administrator I Certificate or a provisional Administrator I Certificate, to include six (6) college level hours of food and nutrition or food systems management, and six (6) college level hours of educational administration, business management, or accounting, whereby proof must be provided that the specified course requirements that have not been met can be met within twenty-four (24) months.
3. Supervisory experience, preferably in a similar institutional setting. Proficient computer literacy in software programming and applications, spreadsheet tabulations, and web/social media coordination.
4. Diplomatic, congenial manner; pleasing personality.

**JOB GOAL:**

Assists the Director of Food Services in all aspects of the District's Food Service operation.

**REPORTS TO:**

Food Service Director

**PERSONNEL REPORTING TO THIS POSITION:**

Food Service employees as directed.

**DUTIES:**

1. Coordinate and conduct all activities related to personnel including, job descriptions, job applications, interviews, employee handbooks, recommendations, resignations, manager certification, and professional development.
2. Process all payroll functions for the Food Service Department.
3. Review and provide input into all food, supply, and produce orders. Order and track all USDA commodities. Be responsible for all end of month and end of year inventories.
4. Assist in planning, forecasting and billing of all Special Function activities.
5. Compile monthly and end of year financial reports for both district and individual cafeterias. Process meals per labor hour report for each cafeteria monthly.

Descriptor Term:

**GFACA**

**JOB DESCRIPTION:  
SCHOOL FOOD SERVICE COORDINATOR**

ISSUE DATE: 6-27-00  
Revised: 3-14-16

6. Assist Eligibility Clerk in filing Monthly Claim for all programs.
7. Process all returned checks for Food Service Department district-wide.
8. Visits cafeterias, assists managers with problems, reports deviation from standards to Director.
9. Able to assist schools with hardware or software computer and printer problems. knowledgeable of Software for Administration and On-Line Meal Counts.
10. Performs related duties as assigned and as necessary.

**TERMS OF EMPLOYMENT:**

Salary will be based on the years of experience within the district on the Office Technician Salary Schedule.

**EVALUATION:**

Performance in this position will be evaluated annually by the Director of Food Service.