

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

FOOD SERVICE COORDINATOR
District Office - Classified Management

DEFINITION OF POSITION

Under the direct supervision of the Chief Business Official or Superintendent, the Food Service Coordinator is responsible for overseeing and managing the day-to-day operations of the food service program across the school district, serving students from preschool through 12th grade. This includes ensuring the preparation and delivery of nutritious, safe, and appealing meals to students, coordinating, training and evaluating staff, maintaining food safety standards, managing inventories, and adhering to budgetary constraints. The Food Service Coordinator will work closely with district leadership, staff, students, and families to promote healthy eating habits and ensure a positive meal experience for all students.

EXAMPLES OF DUTIES

- **Program Management:**
 - Coordinate all food service operations across all schools within the district, including preschool, elementary, middle, and high schools.
 - Develop and maintain meal schedules and ensure meals are served on time and at appropriate temperatures.
 - Monitor and ensure compliance with all federal, state, and local regulations regarding food safety and nutritional standards (e.g., USDA guidelines, local health codes).
- **Staff Supervision and Training:**
 - Hire, supervise, train, and evaluate food service staff, ensuring they adhere to proper food handling, sanitation, and safety procedures.
 - Provide ongoing training and professional development opportunities for food service staff to ensure high-quality service.
 - Schedule and coordinate staff to ensure appropriate staffing levels at all times.
- **Inventory and Budget Management:**
 - Manage food inventories, ensuring the appropriate stock levels are maintained and minimize waste.
 - Order equipment and other cafeteria supplies.
 - Monitor and adhere to the food service budget, working with district finance personnel to ensure the program remains financially sustainable.
- **Communication and Collaboration:**
 - Serve as the primary point of contact for all food service-related matters within the district, including communicating with school principals, parents, and students.
 - Work with the district's health and wellness team to implement initiatives that promote healthy eating and nutrition education.
 - Address any concerns, complaints, or suggestions related to food services, and collaborate with other departments to improve the meal experience.
- **Quality Assurance and Reporting:**

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

- Conduct regular inspections of food preparation areas to ensure cleanliness and compliance with health and safety regulations.
- Prepare reports on food service performance, including financial reports, inventory management, and meal participation, for school leadership.
- Implement strategies to improve student participation in meal programs, particularly for free/reduced lunch programs.
- **Program Development:**
 - Develop and implement strategies to increase student meal participation and satisfaction.
 - Assess student preferences and feedback to adjust menus and improve the dining experience.
 - Research and recommend new food trends, equipment, or services that could enhance the district's food program.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Food safety regulations and nutrition standards for school-aged children.
- Food service software and basic computer applications (e.g., Microsoft Office, Google Suite).

Ability to:

- Manage budgets and oversee inventory control.
- Organize and lead staff with the ability to manage multiple tasks and priorities.
- Communicate effectively, both verbal and written, with the ability to interact professionally with students, staff, and families.
- Work independently and as part of a team.
- Problem solve and handle conflicts or complaints effectively.
- Demonstrate a passion for working with youth.

EXPERIENCE/EDUCATION/CERTIFICATIONS

- High School Diploma or equivalent required; Bachelor's degree in food service management, nutrition, hospitality, or a related field preferred;
- Food Safety Certification (e.g., ServSafe or equivalent);
- Certification in School Nutrition Programs or Child Nutrition Program Management (preferred but not required);
- Minimum of 3 years of experience in food service management, preferably in a school or institutional setting;
- A minimum of two (2) years of program management experience in working with youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.;
- A minimum of two (2) years of experience managing staff, preferably in a school district setting within recent years;
- Bilingual English/Spanish, both oral and written (desired, not required).

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently
Standing/walking: Frequently
Waist bending: Frequently
Neck bending: Occasionally to frequently
Squatting: Occasionally
Climbing: Rarely
Kneeling: Occasionally
Crawling: Rarely
Neck twisting: Occasionally to frequently
Waist twisting: Occasionally
Pushing/pulling: Occasionally – up to 50 lbs. at a time
Running: Rarely

Reaching:

Above shoulder: Frequently
Below shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time
11-25 lbs: Frequently– weights carried up to 100 feet at a time
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time
51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently
Simple grasping: Frequently
Power grasping: Occasionally
Fine manipulation: Frequently
Hand and arm twisting/turning: Occasionally to frequently
Computer operations/writing: Rarely

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current COVID-19 mandates
- Completion of mandated trainings
- Ability to drive to multiple locations