Classification Summary
Supervise the preparation, production and serving of meals at an assigned location. Order and purchase food ingredients, analyze menu and adjust recipes. Provide leadership in all aspect of food preparation and service, including sales and marketing, sanitation, and budget/fiscal management. Perform other related work as required.

Supervisory Relationships
1. Reports to the Food Service Administrator and serves on the internal planning team. Participates and assists the Food Services Administrator in long and short range planning, evaluation of commercial equipment and other large purchases, menu analysis, and employee development.
2. Exercise technical supervision over all employees and activities at a kitchen or location, including management activities for revenue and expenditure controls.

Distinguishing Characteristics
1. This classification is distinguished from lower level food service classifications by the emphasis on the total management of a kitchen or food service operation.
2. The Food Service Coordinator I supervises a smaller operation with a meal serving requirement of under 250 meal equivalents. The Food Service Coordinator II classification supervise a larger food service staff with a meal serving requirement, of over 250 meal equivalents. The Food Service Coordinator I and II classifications are further delineated by the expenses which are also correlated to the meal servings/equivalents.

Examples of Duties
(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)
1. Plan and organize food service operations at a building or location. Supervise all aspects of food services including meal preparation, customer service and relations, sales and marketing, sanitation, safety, and purchasing.
2. Provide for staff supervision including employee selection, training, motivation, and development.
3. Ensure fiscal integrity and profitability by controlling expenditure, generating sales/revenues, and implementing an efficient bookkeeping system.
4. Assist in menu analysis, quality control, and other food preparation activities which meet the USDA Child Nutrition Program standards.
5. Ensure that all records are maintained and reported in a timely manner, including those required by the Federal USDA.

Required Knowledge, Skills and Abilities
1. Demonstrated ability to lead and motivate subordinate food service workers, including skills in training and communicating effectively with others.
2. Knowledge of food preparation techniques and commercial equipment used in cooking, baking, and storing perishable food stuff.
3. Working knowledge of purchasing procedures, product evaluation, budget and cost control, and report documentation.
5. Ability to work harmoniously with staff, students, administrators and others.
6. Good physical condition to perform lifting (up to 50 pounds) and storage of food and kitchen supply inventories.
Minimum Qualifications for Class Entry
1. Three years of progressively responsible school food service experience which included aspects of quality control, purchasing, budget management, and technical supervision of other food service workers.
2. Possession of a State Food Handlers' Certificate.

Work Environment
Work is performed in a kitchen and cafeteria environment which includes heating and cooking equipment such as ovens and burners. Work also requires lifting of food items up to 50 pounds, storing such items in freezers, and requires prolonged standing and walking.