CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES AREA COORDINATOR

DEFINITION
Under direction of the Director-Nutrition Services, oversee, plan organize, train, coordinate, and direct the food production, distribution, and serving of food. Responsible for cooking, preparing, and serving food, maintaining clean and sanitary kitchen and food service areas; and to perform a variety of technical tasks. Responsible for the coordination and direction of nutritional services activities for internal and external customers.

SUPERVISION EXERCISED
Oversees, assists with training, and directs the work of Nutrition Service staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Provide excellent customer service by establishing positive relationships with district personnel, agencies, representatives from external organizations, the community and others; respond to phone calls, e-mails, letters, and other communication. Inform, assist and educate above mentioned groups on Wellness and competitive food sales.
- Plan, prioritize, assign, and direct the work of staff responsible for providing food service activities and services, including cooking, preparing, and serving food and maintaining clean and sanitary kitchen and food service areas.
- Oversee, plan, organize, coordinate, and direct the food production, distribution, and serving at sites.
- Assist in the quality and cost control of the district’s nutrition service program.
- Train assigned employees and direct the work of assigned staff,
- Participate in the interview and selection of new employees;
- Make recommendations concerning the operations of Nutrition Services.
- Prepare and maintain a variety of records; prepare various reports on operations; responsible for accurate meal claim reporting and the monitoring of nutrition service expenses and other financial data.
- Plan and select menus, and determine quantities of food to be produced for serving locations; determine food and supplies requirements, and exercise control over distribution and inventories. Oversee and evaluate the planning, organization, and coordination of timely preparation of food for multiple food service programs.
- Recommend and assist in the implementation of department goals and objectives; establish schedules and methods for providing food service services and activities; implement policies and procedures.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Direct and perform major cooking tasks involved in preparing and catering meals in accordance with prepared menus.
- Participate in menu and facility planning and equipment specifications.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Check bills on food items to ensure accuracy.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Prepare and maintain budgets.
- Create efficient/effective staffing models that meet the menu requirements and create an appropriate cost allocation for the items being served.
- Prepare catering contracts and supply invoicing for events.
- Create new sales opportunities for the District.
- Develop an excellent working and professional relationship with students, parents, CUSD staff and public sector clients.
- Design, cost and organize school catering functions.
- Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a food service program.
- Principles of supervision and training.
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area.
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance.
- Pertinent Federal, State and local laws, codes and regulations.
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Occupational hazards and standard safety practices necessary in food preparation and service.
- Basic principles, methods and techniques of inventory maintenance.
- Procedures and methods of food and supply ordering.
- Basic mathematical principles.
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Modern office practices, methods and equipment.
- Principles and procedures of record keeping and reporting.

Skill to:

- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Write and calculate the cost of menus.
- Plan, coordinate, oversee, and operate small- and large-scale catering events.
- Supervise, organize and direct the work of food service personnel.
- Supervise and train staff.
- Work independently in the absence of supervision.
- Exercise sound judgment, flexibility, and creativity in response to changing situations and needs.
- Perform the full range of food preparation and serving duties.
- Establish and adhere to an efficient schedule in the preparation and serving of food.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Apply and maintain high standards of sanitation and personal hygiene.
- Handle money and make change.
- Perform mathematical computations quickly and accurately.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Respond to requests and inquiries from students and school staff.
- Communicate professionally and effectively both verbally and electronically.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Four years of responsible food service experience including some supervisory experience or an associate degree with concentration in food service management.
- Four years catering or restaurant experience, including one year direct catering sales in a high volume capacity or retail sales.
- Experience modifying recipes when ingredients are missing or an adjustment has to be made to an existing recipe to accommodate a specific dietary need, taste, or quality attribute such as consistency.
- One year experience managing multiple crews at multiple sites including experience working under pressure within a food business, for example: line cook, quick order or short order cook.
- One year experience demonstrating the ability to create healthy alternatives to existing menus for clients.
- Working knowledge of food ingredients and their nutritional value.
- One year of experience researching products and finding quality low-cost sellers.
- One year experience ordering food, equipment, and linens.
- One year of recipe cost and development experience to include a wide variety of ethnic foods, as well as knowledge of different proteins such as meat, fish, poultry.
- One year experience in research and development of nutritious foods such as salads, entrees, and bakery goods.

Training:
- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, food service management, child nutrition or a related field.
- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.