

**EUCLID CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Cafeteria Coordinator

Reports to: Food Service Supervisor

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Direct, supervise, and manage the food service staff, assuring safe, attractive and nutritious meals to all students and support staff

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students and staff
- Supervise and assist in the preparation of the kitchen for opening and closing of school
- Attain and retain any/all certifications required by the Ohio Department of Education and the federal, state and local Departments of Health and Euclid Board of Education.
- Provide training, supervision and monitoring of cooks and assistants on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment, orderly housekeeping, and safe food and workplace practices
- Provide training and supervision to cashiers on the correct procedures of Point-of-sale, meal accountability, cash management and control, student meal balance management, reporting requirements and safe workplace practices
- Assist with school food service marketing and monitor digital signage to maintain a positive school food service image
- Assist in the promotion and reporting of food service practices that enhance departmental public relation exposure on a local level and beyond.
- Enforce health department regulations and those directed by administrative and Board policy
- Promote and monitor worker's safe work place practices for food service
- Affirm sanitation standards and ensure all food service staff is aware of these standards
- Cooperate with Building Principal(s) and report to Supervisor requests regarding the general operation of the kitchen
- Assist in expediting the approval of free & reduced lunch application on a school and central office level.
- Check for accuracy the information for required state reports
- Support the master menu for the school district and maintains the nutritional integrity of the menu cycles.
- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements
- Schedule food service staff and assign substitute staff, when necessary.
- Supervise the purchase of foodstuffs and supplies
- Maintain monthly inventory procedures and supervise personnel on accuracy
- Recommend purchase requisitions to Food Service Supervisor as needs and budget allow.
- Supervise the financial management procedures of the cafeterias
- Affirm food service department banking records
- Maintain correct payroll information for Food Service Supervisor.
- Maintain proper safeguards for storage and usage of government commodities
- Report the need for repair or maintenance procedures of cafeteria equipment
- Calculate meal costs and recommend changes as appropriate
- Must be available before and after the normal school day for emergencies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced lunch participants
- Interact in a positive manner with administration, staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Organize, supervise and document catering events in cooperation with corresponding principals and interested parties
- Evaluate food service employees and make recommendations for the promotion of substitute employees, when applicable.

Other Duties and Responsibilities:

- Serve as a role model for students
- Respond to routine questions and requests in a timely and appropriate manner
- Attend regional and district food service meetings
- Provide an annual inventory of foods and materials at the completion of the school year
- Consult in the planning and equipping of new cafeteria facilities, if applicable
- Perform other duties as assigned by the Food Service Supervisor

- Complete annual prerequisite coursework/testing as required by the HR Department in compliance with local, state and federal regulations.

Qualifications:

- One to four years related experience
- High School diploma or GED equivalent required
- Associate or Bachelor degree in management or food nutrition is preferred
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Ability to work independently
- Skills in use of computer data base, spreadsheets and Internet
- Basic knowledge in first aid
- Ability to make quick decisions
- Attain and retain any/all certifications required by the Ohio Department of Education and the federal, state and local Departments of Health and Euclid Board of Education.

Equipment Operated:

- Computer/ Point of Sale
- Copy machine
- Calculator
- All kitchen equipment
- Dishwasher, Washing machine & dryer
- Fax machine
- Telephone

Additional Working Conditions:

- Occasional interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
- Occasional travel, i.e., to pick up food and/or materials in an emergency
- Occasional ability to work evenings/weekends/summers
- Frequent requirement to sit, stand, walk, talk, hear, see color differences, read, speak, reach, stretch with hands and arms, scoop, and stoop
- Frequent requirement for excessive standing during assigned work day
- Frequent requirement to lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent repetitive hand motion, e.g., cutting and grinding
- Occasional overtime work will be requested and expected of the employee
- Occasional requirement to crouch, kneel and climb
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds
- Occasional exposure to extreme heat and cold, e.g., ovens, walk-in freezer
- Frequent repetitive hand motion, e.g., calculator, cash register, computer

Required Testing

Food Service Skills Test to identify strengths

Certificates

Any/all certifications required by ODE and Dept of Health

Continuing Educ./Training

Public School Works annually as directed by BOE

Clearances

Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption Date: 3/11/2013