

ADMINISTRATION**POSITION****FOOD SERVICES COORDINATOR – CLASSIFIED MANAGEMENT****BRIEF DESCRIPTION OF POSITION**

Under direct supervision of the Superintendent, the Director of Food Services shall organize, develop, direct and administer the activities of the school cafeterias and school food service personnel on a district-wide basis; train and evaluate personnel, perform and/or supervise other work as required.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plans and supervises activities of school cafeterias.
2. Prepares menus for secondary schools and makes copies twice a month for every student in the elementary schools.
3. Estimates quantities of food needed and purchases food from vendors weekly.
4. Prepares bid sheets to be sent to vendors.
5. Orders equipment and other cafeteria supplies.
6. Assists in the screening, hiring, assignment, and evaluation of the food service staff.
7. Supervises and evaluates the performance of all assigned personnel.
8. Trains cafeteria managers and makes daily visits to the two cafeteria sites, meeting with managers to check trouble spots and/or problems.
9. Reviews and checks time sheets for food services employees.
10. Determines eligibility for free and/or reduced price lunches for all lunch applications received.
11. Keeps records of lunch applications for all free and reduced students and notifies schools and parents or guardians of eligibility.
12. Verifies required number of applications for each school year.
13. Works as a substitute in the cafeterias in emergency situations.
14. Keeps abreast of changes in Federal and State guidelines for the lunch program by attending California School Food Service Association meetings and conferences pertaining to child nutrition, and reading journals and other materials sent by State and Federal agencies.

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15. Follows good fiscal policies in attempting to reach a "zero-based budget".
16. Understands and uses confidentiality appropriately.

RESPONSIBLE TO/FOR

The Director of Food Services is directly responsible to the Superintendent for the lunch program and food service personnel. The following district personnel are directly responsible to the Director of Food Services:

1. Cafeteria managers and cafeteria assistants
2. Secretarial Aides
3. Van Driver

MEASUREMENT OF EFFECTIVE PERFORMANCE

1. Successful accomplishment of major duties and responsibilities listed above.
2. Successful accomplishment of the objectives agreed to between the Director of Food Services and the Superintendent.

SALARY AND WORK YEAR

The Director of Food Services will be placed on the appropriate step of the Classified Management salary schedule and be assigned a work year of 225 days.

COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT

Policy adopted: 12/6/83

Policy revised: 3/3/92