



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



CENTRAL KITCHEN COORDINATOR

JOB SUMMARY:

Under the general supervision of the Director of Food Services, the Central Kitchen Coordinator plans, organizes, coordinates and assists in the preparation and distribution of student meals and other food items in the District's Central Kitchen. Oversees and schedules daily deliveries to school sites.

CLASS CHARACTERISTICS:

The Central Kitchen Coordinator is a single position providing assistance to the Director of Food Services in ensuring all sites are supplied necessary menu items to comply with the National School Lunch Program and meet the food service needs. This position is characterized by wide-ranging responsibilities in support of ordering, receiving, preparing and distribution of food items used throughout the District. The incumbent must have knowledge of existing site requirements, available resources and provide training to new and incumbent Food Distribution Workers in the safe preparation and serving of all food items. This position is pivotal in facilitating the District's Food Service operations and the efficient operation of school kitchens district wide.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Plan, organize, and coordinate delivery of breakfast, lunch and nutrition menu items to school sites in compliance with requirements of the National School Lunch Program; *E*

Order various food items for food service use such as dairy products, frozen foods, produce, bread, meats and other food items as well as district stocked warehouse supplies; *E*

Receive and input weekly orders for all school sites; *E*

Assist the Director in determining future commodity needs and with placing orders for government commodity supplies made available for public agency purchase. *E*

Assist the Director with determining which received commodities are to be forwarded to vendors preparing food for the District for price reductions and which are to remain for use within the District for direct use. *E*

Assist the Director in preparing menus and planning a la carte items to be served to students to comply with requirements of the National School Lunch Program; *E*

Oversee and prepare various food items for the Food Service Department, assuring proper and sufficient food items are available when needed; *E*

Maintain various records of foods used, identifying government, district purchased, direct vending and snack food items; *E*

Complete a variety of records and reports related to assigned activities; *E*

Bake cookies for schools and catering functions as assigned. *E*

Receive and verify the accuracy of food deliveries to the central kitchen; *E*

Assist the director in the daily placement of substitutes as needed to ensure coverage of sites and services; *E*

Report concerns and/or problems to the Director; *E*

Assist in training new food service employees in the kitchen; *E*

Assist in setting standards of efficiency, sanitation and food preparation; *E*

Open and close the central kitchen;

Drive a vehicle to various sites to deliver food service items when needed;

Perform other duties to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the Director of Food Services.

Leadership, coordination, direction and monitoring of site Food Distribution Workers is provided by this class. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper use and maintenance of institutional kitchen equipment;
- Maintaining food service facilities in a safe and sanitary condition;
- Proper temperatures for preparing, serving and storing food items;
- Quantity food preparation, storage and transport methods and procedures;

- Methods of computing food quantities required for weekly, monthly or quarterly menus;
- Procedures involved in ordering, receiving, storing, and inventory of food service supplies;
- Personal/institutional hygiene and appropriate safety and sanitation procedures and precautions used in a food preparation facility;
- Record keeping methods and procedures;
- Interpersonal skills using tact, patience and courtesy;
- Basic use of computers and related software;
- Principles and practices of leading, training, delegating and monitoring the work of others.

Ability to:

- Plan, organize and oversee centralized food ordering, storing, preparation and distribution;
- Operate standard commercial equipment and appliances;
- Prepare food, assist in the serving and storage of food and the cleaning and maintenance of equipment, utensils, and work areas;
- Train, delegate, and monitor assigned staff;
- Lift and transport quantities of food and dairy items;
- Maintain accurate and detailed records;
- Function effectively under time pressures and meet schedules and deadlines;
- Operate standard office equipment including calculators, copier machines, and personal computers (PC's);
- Learn to efficiently use the Food Service software used by the District;
- Prepare and maintain records and reports utilizing word and excel programs;
- Send and receive emails and research information through the Internet;
- Perform basic mathematical and food preparation calculations with speed and accuracy;
- Work independently with minimal direction and perform complex and varied tasks utilizing sound independent judgment;
- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school or equivalent;
- Course work in home economics, nutrition and cafeteria management is desirable.

Experience:

- Three (3) years of experience in the planning, preparation and serving of food on a large scale. Prior experience in school cafeteria management is desirable.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

Possession of a valid Serve Safe Certificate.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Lifts, carries, pushes, pulls up to 50 pounds; frequently stands for extended periods of time, walks, stoops, bends; occasionally reaches over head; repetitive use of fingers on both hands simultaneously; requires rapid mental/muscular coordination; speaks clearly and hears normal voice conversation; vision sufficient to distinguish shades and see small details; occasionally drives a vehicle; uses a telephone; works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water; wears oven mitts and latex gloves; frequently works alone without direct guidance from supervisor; employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions of the position.

Last revised 7/18/02

Reviewed with no revisions 11/9/05

Job Description Review and Revisions Effective 5-15-14