

**KARNS CITY AREA SCHOOL DISTRICT  
JOB DESCRIPTION  
Food Coordinator**



**IMMEDIATE SUPERVISOR**      Food Service Director

**GENERAL DUTIES**

Ensures that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. All required clearances as per current law
- C. Ability to work with minimal supervision in the performance of duties
- D. Ability to understand, interpret and follow written and oral instructions
- E. Possess excellent interpersonal and communication skills
- F. Proficiency in using technology systems including but not limited to e-mail and internet
- G. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- H. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
- B. Maintains the highest standards of safety and cleanliness in the kitchen
- C. Checks food shipments into the school, signing invoices only after each order has been verified by the Food Service Director
- D. Works with the Food Service Director to determine the quantities of each food to be prepared daily
- E. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of the best quality both in flavor and appearance before it is served
- F. Oversees the security of the storeroom
- G. The maintaining of a correct monthly inventory
- H. Records all meals served
- I. Records monthly inventory
- J. Reports immediately to the Food Service Director of any problem or accident occurring in the kitchen or the cafeteria premises
- K. Confers with the Food Service Director regarding any personnel problems
- L. Reports to the Food Service Director any faulty or inferior quality food which is received

- M. Supervises the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils
- N. Any other duty that would be required by the Food Service Director to have a smooth working and healthful cafeteria
- O. Assist in the planning of the monthly menu for the district's cafeterias
- P. Performs other tasks and assumes other responsibilities as the Food Service Director may request

## **PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing				X	
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			X		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			X		

\*Identify items typically moved: Records, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date