

LIBERTY UNION HIGH SCHOOL DISTRICT
CAFETERIA COORDINATOR

DEFINITION

Under the general direction of the Food Services Supervisor, coordinates food services for that site, assists in assigning and training personnel, maintains inventory of food services, recommends appropriate conduct of employees and students, assists in planning, remodeling and equipping cafeteria facilities and equipment, prepares federal and state reports, and to do related work as required.

EXAMPLES OF DUTIES

Orders and approves requisitions for food and supplies, assists in training new personnel, assists in departmental budget recommendations, takes periodic inventory of food and equipment, coordinates menu planning, assists in maintaining necessary records and in preparing reports, and other related duties as assigned. Counts money and prepares bank deposits. Maintains food safety. Process and file Free/Reduce Program applications.

QUALIFICATIONS

Requirements:

Punctual; Self-motivated.
Strong attention to detail.
Ability to interact in a professional, positive and respectful manner.

Knowledge of:

Food preparation.
Procedures and equipment used in the preparation, cooking, serving and storing of food.
Simple arithmetical calculations.
Standard safety practices and procedures related to preparation and serving food.
Sanitation laws and practices.
Inventory keeping, estimating and ordering procedures.

Ability to:

Operate food service equipment.
Follow applicable health and sanitation requirements.
Assist in planning, coordinating a food service program.
Assist in the planning of department budget.
Understand and carry out oral and written instructions.
Maintain cooperative relationship with those contacted in the course of work.
Maintain accurate records.

Preferred Technical Skills:

Knowledge of Microsoft Office (Excel, Word).
Knowledge of POS System.
Possess Food Safety Management Certificate (or obtain certificate within 30 days of hire).

Experience:

Five years experience in an instructional food service program including a minimum of one year in a school district.

Education:

Equivalent to completion of the twelfth grade.

Approved by:
LUHSD Governing Board of Trustees
11/18/15

CLASSIFIED SALARY SCHEDULE
RANGE: 43