

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** Cafeteria Coordinator

**Supervisor's Title** Manager, Central Kitchen

**Date Prepared** \_\_\_\_\_ **Date Reviewed** 3/99 **Date Reviewed**

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review**  
**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl**

**Location** \_\_\_\_\_ **Lane**

**Implementation Date** \_\_\_\_\_ **ADA Review**

**Job Summary**

Coordination of activities of serving kitchens with central kitchen, including supervision, hiring and training of personnel. Works with Principals to implement new programs in the serving cafeterias.

**Essential Functions**

Plans and coordinates work of central kitchen with school serving kitchens. Recommends hiring and placement of personnel in serving kitchens, trains serving kitchen managers, directs serving kitchen manager activities through regular meeting and troubleshoots on problems pointed out by principals. Coordinates with Principals to implement new food service programs in schools. Inspects, supervises, reviews, and update sanitation standards, school office dealing with federally controlled lunch discounts, state and federal laws, and so forth. Requisitions supplies form central warehouse and helps plan appropriate menus. The incumbent oversees closing of school, cleaning, inventory, inspection at the end of school year. Orders sack lunches for field trips and makes arrangements for catering of special events. Obtains baby food for "Young Mothers Program" and orders other special needs items.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

The job requires broad knowledge of food preparation, ability to use office equipment and skill in the use of cooking equipment and implements. Must be able to pass ServeSafe

training and monitor the practices of subordinates to insure compliance. Fairly substantial ability to decide what should be done and who does it for the people under his/her area of responsibility. He/she must remain accountable to supervisor(s) for his/her performance, decisions, and judgements.

### **Minimum Entrance Requirements for Training**

High school diploma or equivalent.

### **Minimum Entrance Requirements for Prior Experience**

Must have 3 years job related experience (one year in a supervisory role) with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

The coordinator has a fairly substantial responsibility for materials, equipment, etc., and is held accountable for performance in area of responsibility. Further, a limited and indirect responsibility for the safety of others is necessitated in this position. Public relations plays a very important roll in this assignment. Must have the ability to motivate those personnel working under his/her jurisdiction to ensure they work productively, cooperatively, and with a sense of satisfaction in their work. The coordinator must be able to initiate as well as assess those activities related to his/her area of responsibility, withstand, a limited degree of pressure, handle emergencies, solve problems, and make decisions.

### **Interaction with Others (Non-Supervisory)**

Interacts with Principals, secretaries, students, central kitchen, drivers, and teachers.

### **Supervision**

Coordinates and assigns the tasks of 30-35 Serving Kitchen Managers. Supervises up to 150 total subordinates.

### **Working Environment**

No significant amount of physical exertion is required, may assist in serving dinners, must have some physical ability. Steady work flow requiring concentration to the tasks at hand. Must travel frequently in a district car traveling up to 50 miles each day. Involuntary interruptions frequently occur. Constant pressure to complete work assignments.

**Physical Demand Characteristics**

May move items up to 50 pounds.