

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6600
Pay Grade: D09

FLSA: Non-Exempt

FOOD SERVICE KITCHEN COORDINATOR

MAJOR FUNCTION:

Performs responsible coordination duties operating small participation school cafeterias in a large school system. Work involves lead supervision, inventory control, and assistance to staff in the food service operation. Maintains State and Federal standards and implements School Board Policies. Work is performed under the general supervision of the Principal with consultation of the Food Service Field Specialist.

DUTIES AND RESPONSIBILITIES:

- Coordinates a school food service kitchen supplying meals to students.
- Coordinates, provides lead direction, supervises training, delegates duties, and inspects work of food service staff.
- Makes recommendations for promotions, demotions or disciplinary action.
- Assists other food service workers as needed to ensure standards of performance are maintained and program objectives are achieved.
- Supervises food preparation, portion control, and serving procedures.
- Follows countywide plan to serve economical, nutritious, attractive meals.
- Maintains sanitary work areas to include personal cleanliness, food handling, food storage, food preparation, and clean up.
- Applies knowledge and methods of planning, preparing and serving large varieties of foods.
- Applies knowledge of equipment used in preparing and serving food.
- Applies knowledge of food values, nutrition, health, sanitary and safety practices and the storage of food supplies.
- Calculates and orders food and supplies to meet requirements designated by countywide menus.
- Prepares reports, keeps and files records. Submits reports on a timely basis.
- Recommends purchase, repair, care and use of equipment.
- Makes daily bank deposits.
- Assists in preparation, service and clean up as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus three (3) years experience in quantity food preparation with some supervisory responsibilities. Requires successful completion of the competencies contained in the Food Service Manager Intern course.

ISSUED: 11/86 MW; BOARD APPROVED: 9/23/87; REVISED: 3/97 PBL; BOARD APPROVED: 8/26/97;
REVISED WC: 8/04 LM; MF, D&R, MQ REVISED: 4/05; BOARD APPROVED: 4/12/05

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

FOOD SERVICE KITCHEN COORDINATOR

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | | | | X | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | | | | X | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | | | X | |
| 12. Stooping and bending | | | | X | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | | X |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | X | |
| 21. Using a video display terminal | | | | X | |
| 22. Working in a normal office environment with few physical discomforts | | | | X | |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | | X | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | | | | X | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | | X | |
| 26. Operating automobile, vehicle, or van | | | X | | |
| 27. Other physical, mental or visual ability required by the job | | | | | X |

Food Service Kitchen Coordinator - SEIU