

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

Non-Certified

TITLE: FOOD SERVICE COORDINATOR

QUALIFICATIONS:

1. Associate Degree or equivalent training in business administration, food service management or related field; Food Manager Certificate required
2. Minimum experience as determined by the board of education
3. Demonstrate knowledge of the regulations of the National School Lunch, Breakfast, After School Snack and Fresh Fruit and Vegetable Programs.
4. Have knowledge of Hazard Analysis Critical Control Point (HACCP).
5. The ability to display a basic understanding of the area of dietetics as it relates to school-age children.
6. Knowledge of state and federal guidelines governing school food service programs.
7. Thorough knowledge of accounting principles as they relate to financial management.
8. Requires general knowledge of food services equipment.
9. Understanding of state and federal policies and rules and the reporting requirements.
10. Knowledge in the area of food services computer applications.
11. The ability to perform professional-level work when dealing with students, parents, and the community
12. Ability to oversee and manage work involving multiple units.
13. Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
14. Exhibit positive and professional interpersonal and communication skills to relate well with students, staff, administration, parents, and the community.
15. Have excellent integrity and demonstrate good moral character and initiative.
16. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
17. Demonstrate proficiency with electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
18. Current residency in New Jersey, approved residency waiver, or candidate agrees to obtain residency within one year of employment
19. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
20. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
21. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
22. Pass the state-required Mantoux intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
23. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable, and legal.

REPORTS TO: School Business Administrator and/or designee

JOB GOAL:

The purpose of this position is to assist the School Business Administrator in the planning and execution of management standards for the food service provider with specific emphasis on procurement, inventory control, federal/state guidelines, and food safety.

PERFORMANCE RESPONSIBILITIES:

1. Ensure that meals are prepared and served in accordance with the District's policy and procedures.
2. Assist in planning, organizing, and executing the food service program.
3. Oversee the ordering, food acquisitions, and menu planning.
4. Visits school cafeterias on a regular basis.
5. Comply with health codes; ensure cleanliness of refrigerators, stoves, pantries, cooking, serving and dining areas
6. Maintain daily schedule and required documentation
7. Ensure food rotation and restocking is in adherence to expiration dates
8. Assists in staff issues, inventory control, and USDA/New Jersey Department of Agriculture regulations.
9. Assists in the evaluation of the total food services program, including labor costs, food costs, equipment purchasing, and accounting.
10. Assists with food testing and evaluation for bidding and selection purposes.
11. Reviews food services reports to assess and analyze the financial status of each school and the District, and assists the School Business Administrator with implementing changes as appropriate.
12. Assists the School Business Administrator in assessing, purchasing, and transferring of food service equipment.
13. Interfaces with cafeteria managers weekly and school principals periodically to ensure uniform compliance and understanding of the food services program.
14. Presents the food services program to parents and staff to assure understanding and positive public relations.
15. Serves as a resource to school advisory committees, Wellness Programs, and the instructional programs promoting healthy eating habits.
16. Meets with IEP teams and parents in an effort to accommodate the increasing number of children with a wide variety of food allergies.
17. Participates in the renovation of food service facilities and in the construction of new facilities.
18. Monitor and maintain documentation of the training for new employees and food and safety training.
19. Assists the School Business Administrator in the development of the agenda for food service meetings
20. Assists in the District's emergency preparedness efforts in conjunction with the District's Emergency Preparedness Plan.
21. Schedules and provides in-service training for food services personnel during the summer programs.
22. Organizes the summer school lunch program
23. Attends District and state meetings to stay abreast of recent changes in state and federal guidelines.
24. Assists in the preparation of required reports and maintains all appropriate records for audit.
25. Coordinates training and accountability for after-school care snacks..
26. Works with school staffs, students, and parents in promoting good nutrition, safety, and sanitation standards.
27. Provides proactive leadership in promoting the District Food Services Program.
28. Displays initiative in recognizing potential problems and proposes potential solutions.
29. Set high standards for self and others.
30. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.

Food Service Coordinator (continued)

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered an acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. Pleasantville Public School District reserves the right to modify or interpret this job description as needed.

TERMS OF EMPLOYMENT: 12-month employee, salary, and work year as set by the Board of Education

FLSA STATUS: Exempt

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville Board of Education

Date: August 20, 2024

Revised:

LEGAL REFERENCES:

N.J.S.A. 7F COMPREHENSIVE EDUCATIONAL IMPROVEMENT AND FINANCING ACT

N.J.S.A. 18A:6-7.1 CRIMINAL HISTORY RECORD; EMPLOYEE IN REGULAR CONTACT WITH PUPILS; GROUNDS FOR DISQUALIFICATION FROM EMPLOYMENT; EXCEPTION

N.J.S.A. 18A:6-10 DISMISSAL AND REDUCTION IN COMPENSATION OF PERSONS UNDER TENURE IN PUBLIC SCHOOL SYSTEM

N.J.S.A. 18A:16-2 PHYSICAL EXAMINATIONS; REQUIREMENT

N.J.S.A. 18A:25-2 AUTHORITY OVER PUPILS

N.J.S.A. 18A:25-4 SCHOOL REGISTER; KEEPING

N.J.S.A. 18A:26-1 CITIZENSHIP OF TEACHERS, ETC.

N.J.S.A. 18A:26-1.1 RESIDENCE REQUIREMENT PROHIBITED

N.J.S.A. 18A:27 EMPLOYMENT AND CONTRACTS

N.J.S.A. 18A:28-8 NOTICE OF INTENTION TO RESIGN REQUIRED

N.J.A.C. 6A:7 MANAGING FOR EQUALITY AND EQUITY IN EDUCATION

IMMIGRATION REFORM AND CONTROL ACT OF 1986, 8 U.S.C.A. 1100 ET

SEQ. NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110, 20 U.S.C.A. 6301

ET. SEQ.