

KATY INDEPENDENT SCHOOL DISTRICT

Title: Nutrition and Food Service Coordinator
Reports To: Nutrition and Food Service Assistant Director
Duty Days: 221 days
Wage/Hour Status: Exempt
Pay Grade: T-7
Date Revised: 8-13

Qualifications:

Bachelor's degree or equivalent of three years progressive food service management experience
Strong organizational, communication and interpersonal skills
Effective oral and written communication skills
Ability to work effectively with department and District personnel
Ability to follow instructions, plan work and organize tasks while dealing with frequent interruptions
Maintain emotional control in stressful situations
Ability to work within deadlines
Proficient with computers and software programs
Health Department Certification or Serv-Safe Certified preferred

Primary Purpose:

To supervise Nutrition and Food Service managers/field specialists and assess kitchen operations to ensure compliance during the preparation and service of safe, nutritional and appetizing high quality meals to students, staff and patrons of Katy ISD.

Major Duties and Responsibilities:

1. Monitor the implementation of the United States Department of Agriculture and the Texas Department of Agriculture policies and regulations at all supervised sites
2. Direct food service managers/field specialists in all department sites to ensure all state and local Health Department requirements are followed
3. Evaluate the school and catering kitchen operations including, but not limited to, kitchen flow, product quality, employee coverage and financial reports
4. Supervise the food service managers in opening new/remodeled kitchens
5. Assess and oversee managers/employees transitioning to a new position
6. Train cashiers and managers and teach all levels of employee classes
7. Evaluate and troubleshoot computer issues
8. Develop and encourage growth and development in field specialists/managers/kitchen staff
9. Administer new employee orientation
10. Conduct school audits as required
11. Assess and develop additional training modules as needed
12. Counsel employee concerns in an impartial, timely manner
13. Communicate effectively with coworkers, peers, supervisors and patrons
14. Staff schools to cover employee absences
15. Assume managerial responsibilities as needed
16. Supervise and evaluate managers within the assigned area
17. Supervise and evaluate field specialists
18. Collaborate with the Merrell Center and Athletic staff for concessions and catered events
19. Demonstrate knowledge of HACCP regulations
20. Frequent district travel
21. Attend staff development training
22. Assume additional duties as assigned

Equipment Used:

All large and small kitchen food service equipment, personal computer, point of sales computer and all appropriate office equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent standing, walking, pushing, pulling; lifting (40 pounds); some stooping, bending and kneeling; repetitive hand movements; limited exposure to extreme hot and cold temperatures. Frequent District-wide travel. Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Please visit the Katy ISD website for employment information:

<http://www.katyisd.org/Pages/default.aspx>