

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

FOOD NUTRITION SERVICES - PRODUCTION COORDINATOR – CENTRAL KITCHEN

Purpose of the Job

A person who, under the supervision of the Food and Nutrition Services Director coordinates the daily operation of food production and service of meals to district schools at the Central Kitchen. Responsibilities include oversight and assignment of lead work to other central kitchen staff. Maintains a variety of food service records and ensures meals meet the United States Department of Agriculture (USDA) Breakfast and Lunch school Meal Pattern.

Essential Job Functions

1. Assists the Director of Food and Nutrition Services in cycle menu planning, production development and adjusts for nutritionally equivalent substitutes, leftovers, and emergencies.
2. May assist in cooking, baking and food preparation according to planned menus, following standardized recipes and appropriate portion sizes.
3. Attends relevant training classes, workshops, and meetings as requested or required.
4. Follows and maintains defined standards of safety for personnel, equipment, and food safety in executing HACCP principals and documentation.
5. Participates in preparation and service of meals for special activities (catering) as assigned by the Food Service Director.
6. May relieve or assist other employees in meal preparation tasks to meet emergencies, on-the-job training situations or as necessary to maintain the operation of the food service unit or as assigned by the food service director and her/his designee.
7. Takes inventories, orders and receives food and supplies from district preauthorized vendors and central storage.
8. Produces and distributes required production records in accordance with the USDA menu planning book or using Menu production software.
9. Maintains required department records; inventories, production records, food orders in accordance with USDA and departmental procedures and requirements.
10. Leads, under the direction of the food service director, food service employees assigned to the Central Kitchen unit. Help provide training and or instruction to Secondary Head Cooks.
11. Work in cooperative manner with FNS and District Staff.
12. Performs other duties and responsibilities as assigned by the Food Service Director.

Qualifications:

Education & Experience:

1. High School graduate or equivalent and demonstrated strong skills in reading, writing, and communications.
2. Experience as a Head Cook in either school or commercial employment, desirable.

Knowledge Skills & Abilities:

3. Knowledge of basic food handling techniques, safety work practices, and ability to use kitchen tools and equipment.
4. Demonstrated ability to plan for and prepare high quality meals, in institutional quantities, from basic ingredients using standardized recipes.
5. Knowledge of the nutritional value of foods and dietary needs of students.
6. Demonstrated efficient computer skills using communication, food ordering, and food production software.

Licenses, Certificates & Special Requirements:

7. Vocational or technical training in institutional meal preparation, desirable.
8. Maintain Serve Safe Certification.

9. WSNA membership and certification preferred.

Reporting Relationship:

Production Coordinator – Central Kitchen reports to the Food and Nutrition Service Director.

Conditions of work:

Union Affiliation:

SEIU

FLSA Status:

Wage Range:

SEIU Wage Schedule

Job #

Job History:

Created: 4/14

Immediate Supervisor Date

Assistant Superintendent Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice