

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Central Kitchen Coordinator	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6C

Job Summary

Responsible for supervision and daily operations of the central kitchen. Ensures that a quality, nutritious and cost effective meal program is available daily to students, staff, parents and the community.

Essential Job Functions

Provides training of daily tasks and safety hazards to new staff.

Plans and organizes food preparation for efficient production.

Oversees and directs staff during production of meals, cleaning, sanitizing, stock rotation, and other assigned tasks.

Ensures staff performs all necessary tasks in an efficient and safe manner. Provides immediate retraining if required.

Ensures quality and quantity control standards for meal production are met.

Ensures central kitchen and central kitchen staff are in compliance with state and federal regulations.

Submits work orders to the nutrition services administrative office.

Orders food, supplies and materials needed for production.

Ensures stock rotation, inventory, and control.

Maintains and cares for office equipment and ensure kitchen is in compliance with state and federal regulations.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and to meet required National School Lunch Program (NSLP) professional standards requirements.

Fosters a team environment by assisting coworkers with scheduled work demands.

Ensures maintenance on equipment is performed.

Provides input for performance evaluations for central kitchen employees as directed by the nutrition services director.

Consolidates and monitors time sheets.

Maintains a variety of reports and records.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Industrial high-volume kitchen equipment (e.g. steam kettles, dishwasher) and typical office equipment.

Independent Decisions

Decisions of a routine and job related nature which deal with a wide variety of situations in the oversight of kitchen operations.

Primary Working Contacts

Works cooperatively with physical plant staff, nutrition services central office staff, central kitchen staff, warehouse staff, and vendors.

Responsibility for Cash, Equipment, Safety

Ensures the safe operation of kitchen equipment and maintenance of computer and all peripherals. Ensures reporting and compliant processing of all accident reports. Responsible for compliance with safety, HACCP, and sanitation regulations that pertain to the central kitchen facility.

Supervision Received and Exercised

The central kitchen coordinator is supervised by the nutrition services director and receives oral and/or written direction from the nutrition services assistant director or supervisor. Directives/information may be communicated by the department secretaries. The central kitchen coordinator gives oral and/or written instructions and guidance to central kitchen staff.

Unusual Working Conditions

Work is performed in a fast-paced and congested work environment. There are periods of above normal noise levels and temperature. Job requires daily lifting of food service product and equipment.

Evaluation

Annual written evaluation by the nutrition services director.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or GED equivalent.
2. Minimum of three (3) years of experience working in a commercial industrial kitchen or combination of work experience and education with working knowledge of equipment.

3. One (1) year of experience supervising three (3) to five (5) or more staff.
4. Operating knowledge of commercial industrial kitchen equipment preferred at time of hire; required within one month of hire.
5. Knowledge and experience in quantity food production, safety procedures, and current sanitation procedures and regulations.
6. Proficiency required in skill-based computer competencies and use of peripherals to satisfactorily perform the functions of the job, such as Internet use, email, Microsoft Office programs, document creation, organization and editing.
7. Operating knowledge of and experience with typical office equipment, such as telephones, copier, and fax machine.
8. Strong oral and written communication skills.
9. Organization skills sufficient to develop efficient work methods and meet deadlines.
10. Proficient English language skills.
11. Mathematical skills including basic calculations and application of math concepts.
12. Strong personal computer and keyboarding skills.
13. Exceptional customer service and public relation skills and professionalism.
14. strong critical thinking and problem solving skills.
15. Demonstrated skill in large-quantity food production using standardized recipes.
16. Manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction.
17. Promote and follow Board of Education policies and administrative regulations, ESSA negotiated agreement and department policies and procedures.
18. Communicate with diverse groups and positively represent the department.
19. Work within a team, and follow standardized practices and/or methods.
20. Work with detailed information/data and maintain strict confidentiality of written and oral information and records.
21. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator is required.
22. Requires lifting, including objects weighing as much as 50 pounds.
23. Per DEC regulations, must have or be able to pass ServeSafe course within first 45 days of employment and maintain certification.
24. Requires a valid Alaska driver's license.

The following are preferred:

1. Minimum one (1) year of experience with the NSLP regulations.
2. Knowledge of NSLP and nutrition and health department guidelines.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.