VISTA UNIFIED SCHOOL DISTRICT

CENTRAL KITCHEN COORDINATOR

Purpose Statement

The purpose of a Central Kitchen Coordinator is to provide support to the child nutrition services program with specific responsibilities for planning and organizing central kitchen food preparation and distribution activities to sites; plan and coordinate catering events, functions, and private contracts; maintain food service facilities in a safe and sanitary condition; provide information to others.

This job reports to the Director of Child Nutrition Services.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Communicates with administrators, staff, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Coordinates food service and catering requests (e.g., preparing and transporting food and beverage items, scheduling, maintaining event logs, billing, etc.) for the purpose of providing coverage for special events.
- Coordinates the transportation and delivery of hot and cold food items for the purpose of ensuring availability of food items in accordance with site requirements.
- Estimates food preparation amounts and adjusts recipes for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of presenting attractive food items while complying with mandated health and safety requirements.
- Maintains inventory of food items, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
- Coordinates central kitchen operations for the purpose of providing safe and efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Performs functions of other nutritional services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g., transportation logs, meal counts by site, reconciliation reports, time sheets, purchase requisitions, catering requests, etc.) for the purpose of providing written support and/or conveying information.
- Orders food items, condiments, equipment, and supplies for the purpose of maintaining an adequate inventory within established nutritional and budget guidelines.
- Promotes food service operations and special events at various sites for the purpose of expanding services and developing healthy nutrition habits in students.
● Provides work direction to staff as assigned for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.

● Reconciles transactions (e.g., meal counts, monies collected, etc.) for the purpose of maintaining account balances in compliance with established policies and procedures.

● Receives and inspects deliveries for the purpose of verifying quantity, quality, and specifications of orders and complying with mandated health and safety requirements.

● Reviews and evaluates site meal counts for the purpose of assuring necessary food items, equipment, utensils, and staffing requirements are met for services and production requirements.

Other Functions

● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

● adhering to safety practices;
● applying job-related codes, regulations, and laws;
● operating standard office equipment including using pertinent software applications and office technology;
● operating tools, equipment, and materials used in a commercial kitchen;
● planning and managing projects;
● preparing and maintaining accurate records;
● using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

● business telephone and email etiquette;
● concepts of grammar, spelling, and punctuation;
● methods of food preparation and serving;
● interpersonal skills using tact, patience, and courtesy;
● job-related codes/laws/rules/regulations/policies;
● methods of quantity food preparation and handling;
● modern office practices and procedures;
● operating standard office equipment including utilizing pertinent software applications;
● recordkeeping and record retention practices;
● safety practices and procedures;
● use, care, and maintenance of modern kitchen and cafeteria service equipment.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data using defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently
requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- diffusing argumentative behavior;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- preparing accurate records;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 5% walking, and 90% standing. The job is performed under some temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High School Diploma or equivalent.

Equivalency: High school diploma or equivalent and graduation from a recognized culinary school or three years of experience in a high production kitchen environment supplemented by applicable education and/or training.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.
**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Food Manager Safety Certification accredited by the American National Standards Institute (ANSI)

**Continuing Educ. / Training**

Complete a minimum of ten (10) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

**Clearances**

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Established: 04/09/2013
Revised: 10/15/2019

**Salary Grade**

Classified, Range 54