



**JOB DESCRIPTION**  
**Production Coordinator – Child Nutrition**

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The Production Manager under the direct supervision of the Child Nutrition Director, co-ordinates the amount of food to be sent to each satellite campus daily and creates and maintains production records as required by the Texas Education Agency (TEA).

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years of experience in clerical work and record keeping
- Experience in Child Nutrition preferable

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Basic math skills
- Ability to manage personnel
- Effective planning and organizational skills
- Reasonable degree of proficiency in bookkeeping
- Demonstrates computer skills with proficiency
- Ability to meet established deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Keeps accurate records of quantity served and prepares production records daily for all satellite schools.
2. Receives weekly lunch order through Horizon computer system from satellite kitchens, processes and approves orders, and combines this information with historical data to determine the amount of food needed per campus. Gives report to the production manager so proper amounts of food will be prepared and delivered to satellite campus cafeteria for breakfast and lunch.
3. Provides computer support for satellite kitchens with regards to Horizon computer system.
4. Checks food production records when returned from schools for accuracy and federal lunch accountability.
5. Completes food reconciliation report.
6. Assures all meals planned meet requirements set by TEA.
7. Maintains files on all production records.
8. Contacts substitutes to work for absent employees.
9. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbally and written), interpret procedures and data, understand verbal instructions, memorize, read, coordinate, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds). Perform repetitive hand motions, maintain visual acuity and distinguish colors. Must be able to work inside and outside in temperature extremes, slippery and uneven surfaces, and works around machinery with moving parts.

**SUPERVISORY RESPONSIBILITIES:**

Assists with child nutrition substitutes

**EQUIPMENT USED:**

Standard equipment and appliances used in food service and personal computer

**Manual Trades Pay Grade: 5**

**Days: 197**

**Wage/Hour Status: Nonexempt**

**Updated: December 8, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*