



JOB DESCRIPTION **Functions Coordinator – Child Nutrition Department**

JOB DESCRIPTION:

The Functions Coordinator under the direct supervision of the Child Nutrition Director, is responsible for preparing and distributing all food items pertaining to catering and for maintaining high standards of quality in food production and safety practices.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Catering experience preferred
- Two years food service experience required

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Health card required when hired
- Ability to manage personnel
- Effective planning and organizational skills

KNOWLEDGE / SKILLS / ABILITIES:

- Exhibits proficiency in accounting procedures
- Ability to understand food preparation and safety procedures

DUTIES AND RESPONSIBILITIES:

1. Assumes responsibility for all aspects of catering functions.
2. Maintains accurate production records for all functions.
3. Prepares billing documents for invoicing.
4. Displays and maintains a positive attitude with all contacted individuals and clientele.
5. Presents food products in a creative and attractive manner.
6. Responsible for purchasing and inventory of all food and non food items pertaining to catering.
7. Assists in daily functions of E.R.C. when not involved in catering operations.
8. Maintains accurate records and keeps files on all catering functions.
9. Responsible for creating, publishing, and maintaining a catering guide.
10. Responsible for costing out all menu items.
11. 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 verbally, interpret procedures, understand verbal instructions, read, and maintain emotional control. Coordinate, understand verbal and written instructions.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight daily (15-44 pounds), stand, walk, pull, push, perform repetitive hand motions. Ability to work inside with moderate exposure to hot and/or cold temperatures, noise, work around microwaves, slippery surfaces, fumes, work with hand in water, and work around machinery with moving parts.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Calculator, personal computer, large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens, dishwashers, and food and utility carts

Manual Trades Pay Grade: 6

Days: 204

Wage/Hour Status: Nonexempt

Updated: December 5, 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.