

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting with coordination of the daily operation of the food service department. In addition, an employee in this position is responsible for assisting with hiring and recruitment, managing food service business protocols as well as ensuring that the department is in compliance with all local, state and federal food service program requirements. Work is performed under the supervision of the Director of Food Services. Supervision is exercised over food service staff.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists with supervising food service staff on assigned shift in the preparation and serving of regular and modified meals to assure menus are followed as written and work is carried out as scheduled;

Develops item specifications and bids, maintains inventory records of all supplies and materials used in the food service department and generates orders as needed;

Oversees and monitors the delivery check-in process;

Assists with planning menus and recommending changes due to acceptability, regulatory compliance and budgetary limitations;

Maintains approved standards of sanitation, health and safety;

Actively participates in the coordination and implementation of food service department staff meetings as well as recommends professional development opportunities and tracks CEU training hours;

Assists with the evaluation of school food service personnel;

Reassigns staff to different buildings as needed to fulfill temporary staffing requirements;

Maintains the point of sale/student software system used for meal tracking;

Supervised the collection of and is responsible for accounting of all cash receipts;

Coordinates maintenance schedules for food service equipment;

Assists with the preparation of reports and budgets relating to school meal program activities;

Assists with the administration of federally subsidized school meal program;

Assists with developing work schedules, time records, vacation schedules and makes recommendations for addressing staffing levels when needed;

Assists with gathering information and writing reports as needed related to employee safety, evaluation performance and other related food service department topics;

Prepares catering billing and tracks other necessary records as needed;

Assists in developing and revising specifications for supplies and equipment as well as analyzing bids and preparing recommendations for procurement;

Reviews and processes all requisitions and purchase orders and maintains appropriate records as required;

Provides information to school staff, students and community agencies that will promote increased interest in the program;

Assists in planning and preparing tentative cafeteria budget for submission to the Assistant Superintendent;

May conduct research on sources of local, state and federal funding for food service related grants;

Responsible for assisting the Director of Food Service with other similar duties as assigned.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of modern methods of large scale food sanitation, preparation and service; good knowledge of facility's rules; ability to supervise the work of others in the performance of routine food service and cleaning duties; ability to make clear and concise written and verbal reports; ability to maintain personnel and inventory records; ability to follow oral and written instructions; ability to get along with others; initiative; resourcefulness; orderliness; and cleanliness.

**MINIMUM QUALIFICATIONS**: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with possession of a Bachelor's Degree in business, food service management/administration, hospitality or other related field and one (1) year of experience serving as an assistant manager and/or coordinator level position with some supervisory responsibility in a mid to large sized organization (greater than 300 staff members or an institution that prepares between 1,000-2,000 meals daily).\*
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with possession of an Associate's Degree in business, food service management/administration, hospitality or other related field and at least two (2) years of experience as described in (A) above. \*
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above.\*

\* Must maintain annually the required number of continuing education hours as required by the  
National School Lunch Program Professional Standards.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 09/28/16  
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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 2/3/2023  
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