



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	COORDINATOR FOOD PRODUCTION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8258
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for production and packaging of quality food items including all areas of production, packaging, and assembly. Supervises bakery, packaging and assembly operations to ensure efficient workflow and high-quality production and packaging of food items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the production and packaging of food items. Prepares reports, maintains records and controls costs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the operation and daily maintenance of all food service equipment located within the production, packaging, and assembly areas

Supervises and schedules all work and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel

Requisitions through proper channels all supplies, materials, and equipment related to food production, packaging, and assembly

Schedules, supervises and evaluates the work performance of assigned staff

Supervises the production and packaging of all foods to ensure high standards of food quality, safety, accurate counts and pack sizes, proper use of equipment, and standardized recipe compliance

Develops, revises, and updates procedures for production related items within the food area

Operates all equipment and trains staff in its proper and safe operation

Works in cooperation with production supervisors to address staff and product movement between work areas

Evaluates all food products for quality, food safety, and cost constraints, while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Associate degree in quantity food production or equivalent experience

Three (3) years of successful supervisory experience in institutional food, food plant management, school food service or related field

Certificate of Training as a Preventative Controls Qualified Individual from FSPCA or other accredited body or ability to obtain in one (1) year

Jefferson County Board of Health Sanitation Certification
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of policies and procedures of the school district
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Experience in a diverse workplace
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<b>Footnote</b>
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This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project
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