

Food Service Coordinator

Statement of Job

Liaison between the district and parents, staff and FSMC. Considerable knowledge of public procurement principles and practices; of public procurement laws and regulations. Working knowledge of the bid and request for proposal process and of research methodologies. Working skill in the use of applications and of personal computers utilizing spreadsheet, database software and the internet (Excel, Word and Access preferred). Demonstrated ability: to understand, interpret and apply Federal and State guidelines and regulations; to pay attention to detail; in problem analysis and resolution and to communicate effectively with all levels of personnel

Qualifications

Associate's degree in business or public administration, business, or a related field; three years of experience in public sector procurement; or an equivalent combination of training and experience. Must hold a valid New Jersey Driver's license. This position requires the incumbent to drive from Building to Building.

Performance Responsibilities

Attend Trainings:

- Determining Eligibility
 - Annual Civil Rights Training
 - Sponsor Training
 - Direct Certification Webinar
 - Other trainings as needed or new trainings as released
1. Annual Application Packet in SNEARS
 2. Distribute Letter to Parent concerning Student Balances, etc.
 3. Determines Applications for Free & Reduced Meal Eligibility
 4. Submit Verification Collection Reports
 5. Complete Verification Process
 6. Direct Certification – four times per year (minimum)
 7. Keep eligibility list up to date (POS/SDMS)
 8. Community Eligibility Provision (CEP) Report and Application (if applicable)
 9. Confirm internal controls to ensure meal counts are correct/do not exceed enrollment
 10. Monitor/maintain Unpaid Meal Charges

11. Manage & maintain Payschools
12. Set up Balance Notices & determinations letters for autopay and email processes
13. Ensure appropriate procurement procedures with regard to awarding the FSMC contract
14. Confirm Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures
15. Conduct On-Site Monitoring Reviews of Breakfast, Lunch, Snack Programs as applicable
16. Review and certify monthly reimbursement claim
17. Administrative Review – Federal & District
18. Procurement Procedures and Review
19. FSMC Renewal
20. Ensure that facilities and equipment are adequately maintained for safety and sanitation
21. Oversee the program (using Form 330, FSMC Monitoring - two times per year) to ensure that the FSMC:
 - Follows HHFKA Guidelines including Meal Pattern requirement per grade level
 - Uses USDA donated foods
 - Maintains records to support claims for reimbursement
 - Bills reflect actual expenses by auditing the food and non-food invoices
 - Is transparent in their identification of rebates, discounts, and credits
 - Complies with procedures established for any civil rights complaints
 - Confirm Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures
22. Liaison between the district and parents, staff and FSMC
23. Community outreach regularly for Meal Application
24. Summer Program meal serve applications
25. Applying Grants for Food Service
26. Assist in updating the Wellness Policy

Verification of Competency

Application and Resume.

Terms of Employment

12-month salaried position with agreement between the individual and the Board; salary and benefits as negotiated commensurate with qualifications and experience.

Organizational Relationship and Evaluation

This position will report and be evaluated directly by the School Business Administrator in accordance with the Board's policy on evaluation of staff.