

**Jefferson School District  
Job Description**

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**Job Title:** Summer Feeding Program Coordinator  
**Reports To:** Principal/Food Service Director  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

Works under minimal supervision and relies on experience and judgment to plan and accomplish assigned tasks and goals. Orients, trains, and assigns and checks the work of employees at other schools.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Assists in food preparation of school meals, to include cutting, cooking, serving and preparing food items according to the planned menu.
  3. Assists in ensuring a safe working environment throughout the facility for all employees.
  4. Knows and follows all safety and sanitary rules and regulations related to food handling.
  5. Serves as a working lead supervisor coordinating activities of workers or service employees engaged in food operations or services at other schools within the district.
  6. Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
  7. Assists in the supervision of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities.
  8. Orients and trains employees.
  9. Works with customers to ensure satisfaction in such areas as quality, service and problem resolution.
  10. Performs day-to-day assignments in addition to lead duties.
  11. Works cooperatively with other kitchen personnel.
  12. Reports safety, sanitary and fire hazards immediately to supervisor.
  13. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
  14. Professionally represents the school and the District in interactions with parents, community, staff and students.
  15. Maintains appropriate certifications and training hours as required.
  16. Complies with applicable District, state, local and federal laws, rules and regulations.
  17. Attends work regularly and is punctual.
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## MARGINAL DUTIES AND RESPONSIBILITIES

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*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Serve as back up for other kitchen personnel.
4. Assists at other schools when needed.
5. Reports issues to authorities as necessary.

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## SUPERVISORY RESPONSIBILITIES

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All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED), previous supervisory experience, and three or more years of related work experience required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and common fractions. Ability to perform basic math skills involving monetary units.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage including Mealtime software, internet software, word processing software and email software, including the ability to open, send and use attachments in the email format.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers and parents. Ability to exercise good judgment and work in an environment with interruptions. Must have timekeeping experience and possess and understanding of HACCP; production records and temperature logs.
- **Certificates, Licenses, Registrations:** Ability to obtain a valid CPR/First Aid card and Oregon Food Handler Card.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 30 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. Employee may be exposed to a variety of conditions including: wet or humid and work near moving parts, toxic chemicals or fumes (cleaning supplies), airborne chemicals, extreme cold and extreme heat (ovens, dishwasher). Employee may be exposed to bloodborne pathogens.

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## OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: January 2010

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_