

JOB DESCRIPTION

Job Title Coordinator Production
Reports to Food Service Assistant Director
Dept/School Food and Nutrition Services

Job Title Code 160939EF
Wage/Hour Status Exempt
Pay Grade 101
Date Revised March 27, 2025

Primary Purpose

Coordinate, monitor, and update the Child Nutrition Program (CNP) computer database and food production records to ensure compliance with USDA's National School Lunch and Breakfast Program regulations.

Education/Certification

- High School Diploma/GED

Special Knowledge/Skills

- Strong computer skills and knowledge of software applications
- Ability to learn the National School Lunch, Breakfast, and CACFP program regulations
- Ability to learn the Food & Nutrition Services (FNS) recipe format, production records and computer system
- Knowledge of methods, materials and equipment used in food preparation and related training activities
- Ability to train personnel
- Effective planning and organizational skills
- Strong communication and interpersonal skills

Experience

- Five (5) years' experience in food service management

Major Responsibilities and Duties

Websmartt Computer Program & Food Bid

1. Enter new food and non-food items and product specifications into the FNS database.
2. Assign vendors and ordering groups to food and non-food items in Websmartt.
3. Prepare Point of Sale keyboards in Websmartt for all grade levels.
4. Assist in updating Websmartt database throughout school year.
5. Update and install Crystal Reports to support Websmartt.
6. Query data for back of the house tables.
7. Maintain exports to vendors.
8. Test, research and evaluate Websmartt based production records at all grade levels.
9. Acquire vendor product details for nutrient information on all bid items.
10. Work with Quality Control Managers on developing healthy and nutritious recipes for approval of the FNS administration.
11. Supervise and evaluate new recipe implementation for flavor, execution and compliance.
12. Work with supervisors to ensure recipes/menus are compliant with TDA regulations.

Menus & Production Records

13. Evaluate menus and enter in the USDA database to ensure compliance with meal regulations.
14. Develop and maintain food production records at all grade levels in Microsoft Excel for the National School Breakfast, Lunch, and CACFP program.
15. Assist the CNP Training and Marketing Coordinator with implementing meal promotions at all grade levels.
16. Coordinate development of recipes and menus at all grade levels.

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Small Equipment Orders

17. Assess schools' small equipment needs.
18. Enter each site's small equipment orders into the Websmartt database and submit to vendor.

Training

19. Train managerial staff on production records, USDA regulations & menu compliance.
20. Assist in the development of training materials and classes for employees at all levels.
21. Provide input into the development of the annual training plan.

Other

22. Participate as a member of the Food Safety Committee and assist in updating/modifying food safety standard operating procedures.
23. Develop and maintain good public relations with staff and allied groups.
24. Prioritize workflow when faced with multiple projects.
25. Cross-train with CNP Training and Marketing Coordinator for coverage purposes.
26. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, printer, fax machine, phone, and adding machine.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Prolonged use of computers and repetitive hand motions. occasional standing, walking, pushing, and pulling; moderate lifting and carrying. Some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

Terms of Employment

221 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

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The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.