

MIDDLE COUNTRY SCHOOL DISTRICT
JOB DESCRIPTION
SCHOOL LUNCH COORDINATOR

Summary: An Open-Competitive Civil Service position which requires the employee to perform responsible administrative work in reviewing, recommending, and coordinating contractual agreements with private food service companies. The School Lunch Coordinator is not required to exercise supervision over Cooks and Food Service Workers. The work is performed under the general supervision of an assigned school administrator and is reviewed through conferences and written reports. The School Lunch Coordinator reports directly to the Assistant Business Administrator. The position includes the duties and responsibilities below and other functions as assigned by the Superintendent or designee.

Qualifications: Graduation from a standard senior high school or possession of a high school equivalency diploma

AND

Six years experience in commercial food purchasing, institution management, hotel administration or restaurant management involving food service.

Such alternatives to the above qualifications as the District may find applicable.

NOTE: Additional education from a New York State or regionally accredited college or university may be substituted for experience on a year-to-year basis for a maximum of four (4) years.

Essential Duties and Responsibilities:

1. Maintains financial records for the school lunch program.
2. Reviews applications to ensure accurate information.
3. Advises the school administration in matters concerning lunch program policies and expenditures.
4. Checks and verifies all bills against statements submitted by vendors.
5. Responds to complaints and inquiries from students, vendors, and school officials.
6. Works directly with food service management companies.
7. Ability to prepare reports.

Job Description (Continued)
School Lunch Coordinator

8. Ability to establish and maintain effective working relationships with the school administration and contract food service personnel.
9. Does related work as required.
10. Must qualify for civil service.

Reports to:	Assistant Business Administrator
Prepared by:	James Donovan
Approved by:	Dr. Roberta Gerold, Superintendent of Schools
Approved Date:	(Date)