



# COORDINATOR – FIELD OPERATIONS

## SUMMARY/SCOPE/GOAL

The successful implementation of program specific training and assistance targeting improvement of cafeteria financial performance.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High school diploma or equivalent or special diploma required.
- Completion of Food Services Organization & management Class.
- Three (3) years of institutional food service management experience with at least one (1) year experience with the Brevard School system food service program.

#### PREFERRED/DESIRED:

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Develop proactive plan in cafeteria to address operational problems resulting in financial losses.
2. Implement necessary scheduling revisions in order to increase overall kitchen staff efficiency and effectiveness.
3. Focus on improving customer satisfaction and quality control issues in order to increase revenue.
4. Work with individual employees on work simplification, establishing a daily routine and cross-training in other areas to streamline operations.
5. Analyze factors relating to food and supply cost and make recommendations to address specific problems.
6. Travel to cafeterias in school district providing technical expertise to assist managers with operational issues.
7. Procure equipment as necessary.
8. Train new cafeteria managers.
9. Maintain documentation.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and

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performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Knowledge of food service accounting and financial procedures at the school level. Ability to teach, learn quickly, and adapt to change rapidly. Ability to work well with people and to organize and prioritize workload. Demonstrated written and oral communication skills. Must have an understanding of USDA regulations. Basic computer skills required. Must be able to work efficiently and effectively with minimal supervision.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use or maintain commercial kitchen equipment or light machinery such as mixers, blenders, choppers, slicers, food warmers, steam tables, ovens, stove tops, gas burners, commercial freezers, etc. Point of Sale (POS) systems, Inventory Management, Menu systems, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (M) MEDIUM WORK

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Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level. Exposure to elevated temperatures and mechanical hazards. Tasting and smelling frequently.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

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**TRAVEL:**

Travel between sites often. Travel out of county occasionally.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	District Operations	<b>DEPARTMENT:</b>	Food and Nutrition Services
<b>TITLE CODE:</b>	O5519	<b>CONTENT BY:</b>	
<b>GRADE:</b>	HH	<b>COMPENSATION:</b>	Terrilynn Berry
<b>UNIT:</b>	1010 PTH	<b>LABOR RELATIONS:</b>	Joy Salamone
<b>LAST BOARD APVD:</b>	11/20/2001	<b>CLASSIFICATION:</b>	Susan Standley

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/17/1997	Developed	
1.1	4/24/2001	Revised	
1.2	12/01/2020	New Format	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.