

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Catering Coordinator	REPORTS TO:	Executive Chef, Food Services
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	032 AASD Supervisors'
REVISED:	November 13, 2007		

BASIC FUNCTION:

Plan, organize and coordinate a food service program for catering events at schools and at other locations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, implement, supervise and resolve problems pertaining to catering functions; develop marketing strategies for new catering services and programs as required, and evaluate customer interest of potential programs. **E**

Visit school sites throughout the district on a regular basis to assess needs for catering events; determine marketing needs for assigned school events and implement appropriate programs; confer with principals, school staffs, parents, pupils and vendors; make recommendations and assist in providing the desired type of service; recommend and develop menus appropriate to the theme, nature of and clientele attending catering events. **E**

Determine appropriate prices for catering functions based on labor and costs, and make arrangements for payment; determine quantities of food to be purchased, produced, and inventoried; order food and other supplies directly from vendors by special contract or existing contracts, or from other outside sources; provide for timely delivery of equipment and food items, cleanup and pickup. **E**

Assist in the preparation of budgets and budget documents; maintain special billing systems; maintain budgetary control of funds. **E**

Develop menus and recipes and the unit's standardization program to improve food quality and provide cost control; maintain records of daily financial transactions and develop cost accounting reports including periodic profit and loss statements. **E**

Maintain daily operational data including meal participation and financial records for catering operations including costing of menus, events, and inventory. **E**

Compose reports, procedures, and correspondence; design presentations and catering sheets. **E**

Maintain sanitation and food quality of catering functions and events. **E**

Train, supervise and evaluate assigned staff; determine labor requirements and work schedules; enforce safety and sanitary control standards. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in business, institutional or school food service management, dietetics, or related field, and two years of food management experience of acceptable level and quality

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Must successfully pass an approved food service safety certification examination within 60 days after appointment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Application of institutional or school food services management principles and procedures.
Pertinent sanitation, health and safety regulations.

ABILITY TO:

Apply institutional or school food services management principles and procedures.
Prepare and maintain financial and operational records and prepare reports.
Analyze operational problems, make sound decisions and implement solutions.
Recommend improvements and implement new programs.
Train, supervise, and evaluate the work of assigned staff.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office and kitchen; indoor and outdoor catering locations.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 8535A

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