



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,
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Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org

EXHIBIT A

Food Services Coordinator

Department: Classified Non-Instructional
Supervisor: Chief Executive Officer
Status: Full-Time, Non-exempt
Salary: Begins at \$24,720 (16.00 Hr.) – \$30,356.03 (19.64 Hr.)
Reporting Days: 201 (Start 8/1/2023 – 5/31/2024 Stop)
Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Food Services Coordinator will be responsible for coordinating and managing the food services program at the non-profit charter school, including facilitating breakfast and lunch, accepting food orders, and maintaining all health department regulations. The person in this role will work closely with facilities and manage the meal program to ensure that all meals are prepared, served, and stored in compliance with health department regulations.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

RESPONSIBILITIES

- Coordinate and manage the food services program, including ordering food supplies, preparing meals, and serving food.
- Ensure compliance with health department regulations, including sanitation, food safety, and record-keeping.
- Collaborate with the meal program manager and CNIPS to ensure compliance with federal and state regulations.
- Develop and maintain positive relationships with students, staff, and parents, addressing any concerns or complaints in a timely and professional manner.
- Manage inventory and track food usage to minimize waste and control costs.
- Train and supervise cafeteria staff, including hiring, scheduling, and performance management.
- Develop and implement policies and procedures to ensure efficient and effective food services operations.
- Manage the food services budget and prepare reports on food costs and revenue.
- Maintain cleanliness and organization of the cafeteria and kitchen facilities.
- Perform other duties as assigned by the Head of School.



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REQUIRED SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Knowledge of health department regulations and food safety procedures
- Ability to manage and motivate staff.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and inventory management software

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- At least 2 years of experience in food service management
- Certification in food safety and sanitation preferred.
- Bachelor's degree in hospitality or business management preferred.
- Experience with CNIPS preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Must be able to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend for extended periods of time.
- Must be able to work in a fast-paced environment with frequent interruptions.
- Must be able to work in a kitchen environment with exposure to heat, cold, and noise.
- Indoor/outdoor work environment

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.