



# DZIL DITŁ'OOÍ SCHOOL OF EMPOWERMENT, ACTION AND PERSEVERANCE (DEAP)

Empowering students and communities through education, culture, wellness and service

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**PO BOX 156 Navajo, NM 87328 • (505)777-2053 • [deapschool.org](http://deapschool.org)**

## FOOD SERVICE COORDINATOR JOB DESCRIPTION

**Basic Function of the Position:** The Food Service Coordinator is responsible for the safe and efficient planning, preparation and service of food to DEAP students and staff. It is intended that this position perform direct food preparation at least 50% of the assigned working hours.

**Performance Responsibilities:**

1. *Supervise and assist in the planning, preparation and service of food.*
  - a. Oversee the production of meals for student services and catered events
  - b. Lead menu planning that includes special attention to incorporating ancestral foods.
  - c. Utilize production tools to forecast production needs, ensure that adequate food is available at time of service, while minimizing food waste.
  - d. Ensure proper equipment utilization, serving procedures and clean up.
  - e. Ensure optimal quality and safety standards are maintained.
  - f. Establish and maintain a pleasant environment for staff and students.
  - g. Optimize student participation and satisfaction through promoting, merchandising and serving attractive menu items and meals.
2. Maintain the required system accountability:
  - a. Prepare and maintain required National School Lunch Program records including: meal production, daily meal count records and more.
  - b. Submit required reports to the state nutrition office by due dates.
3. Responsible for ordering, receiving and storing food and supplies:
  - a. Coordinate information from production records, order guides and food buying guide in preparing grocery and supply orders.
  - b. Inspect and approve deliveries for food and supplies received. Refuse unacceptable products and obtain credits at time of delivery.
  - c. Monitor and ensure proper storage temperatures for all food items, ensuring that stock is properly rotated.
  - d. Provide recommendations to HA on food and supplies.
4. Responsible for ensuring that sanitation and safety standards and regulations are adhered to.
  - a. Continually monitors areas of food preparation and service evaluating safety and sanitation conditions.
  - b. Observe federal, state, tribal and local safety and sanitation regulations.
  - c. Enforce appropriate hygiene and grooming standards.

- d. Ensure proper procedures are used for cleaning, sanitizing and maintaining equipment and the cooking spaces.
  - e. Maintain standards of food handling during preparation and service.
  - f. Applies standards of H.A.C.C.P. in maintaining food temperatures.
  - g. Works with Navajo Nation OEH and Sanitation to ensure sanitation permit is up to date.
5. Promote positive public relations with students, building staff and community.
- a. Encourage student involvement in the student nutrition program.
  - b. Invite and encourage community involvement through school and community events.
  - c. Participate in nutrition education activities in the school, community and media.
  - d. Serve as a role model by maintaining a positive attitude toward students, staff and families.
6. Other Duties as Assigned:
- a. Assemble, test and share new recipes in accordance with dietary guidelines.
  - b. Participate in committees.
  - c. Provides support in DEAP's mission specific goals.

**Qualifications:** High school diploma or equivalent education.

Education and/or Experience: Excellent interpersonal communication skills. Demonstrated ability to perform position responsibilities with successful software support related experience. Strong service orientation and ability to rapidly acquire new knowledge and skills. Demonstrated school nutrition program experience and knowledge of National School Lunch Program regulations.

Must obtain a 1)Navajo Nation Food handlers permit and 2)Serv Safe Kitchen Manager Training

**Compensation:** \$15-\$20/hour - benefits included

**Hours:** 7 am - 3 pm with additional hours during special events.

If you are interested, please stop by the school to pick up an application or reach out to the DEAP Head Administrator, Kayla D. Begay at 505-488-3170.