

FOOD SERVICES COORDINATOR

DEFINITION

Under general supervision to plan, coordinate, and supervise the ordering, preparation, scheduling, and serving of food; to oversee the food and vending services offered at various college sites; to participate and provide lead supervision to other food services staff in the preparation of food; to assist in preparing and monitoring the program budget; and to perform related duties as assigned.

RESPONSIBILITIES

Duties include but are not limited to, the following:

Plan, coordinate, and supervise the ordering, preparation, scheduling, and serving of food in a large-scale college food service program.

Oversee food and vending services offered through the cafeteria and/or at a satellite site.

Participate in and provide lead supervision to other food services staff and student workers in the preparation of food and the clean-up of food preparation areas in accordance with health and sanitary codes.

Assist in developing and monitoring the food services program budget.

Identify customer food preferences; order and maintain adequate inventories of food items and ingredients to meet needs.

Review invoices; confirm and record food shipments, match items and quantities ordered; route invoices for payment.

Order food related supplies and merchandise; perform break-even cost analysis and set prices on food items.

Make entries to ledger; maintain ledger; and reconcile accounts on a monthly basis.

Maintain cash balances; oversee and perform cashiering function; post cash register transactions; and deposit cash in safe.

Conduct periodic inventories of food and supplies; ensure waste is minimized; maintain security of kitchen.

Create and maintain a variety of statistical records, logs, and reports including food ordered, usage and loss, inventories, time reports, and safety data.

Track, review, and determine vending machine items to stock based on usage.

Evaluate equipment operations for safety and efficiency; report malfunctions for corrective action.

Assign and evaluate work of assigned hourly staff; maintain time cards.

Perform related duties as assigned.

(over)

REPORTING RELATIONSHIPS

The Food Services Coordinator reports to the Food Services Manager.

The Food Services Coordinator provides technical/functional supervision to assigned classified and hourly staff and student workers.

MINIMUM QUALIFICATIONS

Knowledge of:

Food portion sizes and requirements.

Methods, practices, and procedures involved in the operation of an institutional food service program.

Manual and computerized cashiering, accounting, and food inventory systems.

Applicable Health and Safety codes.

Budgeting principles and methods.

Methods and techniques for inventory and control.

Basic personnel practices including supervision, training, and evaluation.

Record keeping principles and practices.

Ability to:

Plan, coordinate and supervise the preparation, serving, and clean-up of a large scale food operation in compliance with health and safety codes.

Assign work; train, supervise, and evaluate hourly staff.

Order and record the receipt of food items and ingredients, supplies and related items.

Perform cost analysis and set reasonable food prices in accordance with program guidelines and needs.

Assist in the development and maintenance of a program budget.

Prepare and maintain a variety of logs, ledgers, records, and statistical reports; maintain cash balances and reconcile accounts.

Maintain adequate, accurate inventories; maintain the security of the kitchen.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with those contacted in the performance of duties.

Education and Experience

Any combination of education providing the needed knowledge and skills would be qualifying. A typical way to obtain the necessary qualifications would be as follows:

Education

Equivalent to completion of the twelfth grade, supplemented by training courses in food services operations.

Experience

Four (4) years of increasingly responsible work experience in an institutional food service operation of which at least one (1) year included providing direct or functional supervision to other food services staff.

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PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents, and reports needed to perform the essential functions of this position.
- Demonstrates an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.