

Food Services Coordinator

Definition

To plan, coordinate and lead in the preparation, scheduling and serving of food in the cafeteria and other locations on campus; and to provide staff assistance.

Supervision Received and Exercised

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

Examples Of Duties

Duties may include, but are not limited to, the following:

- Plans, coordinates and leads in the preparation, set up, and serving of food.
- Coordinates and participates in the cleaning of food preparation and serving tools and equipment, counters and eating areas.
- Maintains appropriate cash balances; operates cash register; posts readings of cash register and deposits cash in safe.
- Orders and controls inventory of specialty items; requisitions supplies and merchandise.
- Ensures equipment is operating properly and food quality meets standards.
- Establishes and maintains records, logs and food service reports.
- Maintains time records of assigned staff.
- Maintains security of the kitchens.
- Conducts monthly inventory audits.
- Prepares and maintains department budget records.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Procedures and methods for serving food to large numbers of people.
- Inventory control and monitoring techniques.
- Methods for projecting and planning food needs and amounts.
- Practices and principles of lead supervision and training.
- Sanitation practices applicable to food preparation, storage, and serving.

Skill/Ability to:

- Purchase supplies and meal ingredients following established procedures.
- Monitor a food service program budget.

Food Services Coordinator

- Prepare and serve food to large numbers of people in accordance with institutional regulations and procedures.
- Maintain records and logs of activities.
- Stand for long periods of time with exposure to heat from the kitchen.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

Education/Experience

- Possession of high school diploma/GED or the equivalent and college level course work in culinary arts, nutrition, food preparation, business management or closely related subjects.
- Three (3) years of experience in preparing and serving large quantities of food with one year of lead experience in a food services program.
- Possession of a Food Safety Certificate.

Adopted: 07/01/17