

## **FOOD SERVICES COORDINATOR**

### **DEFINITION**

Under direction, coordinates the work of subordinate staff during an assigned shift, oversees daily operations related to food service area; plans, coordinates and directs activities pertaining to the preparation of foods and snacks, cashiering, and the cleaning and disinfecting of kitchen and serving areas, utensils and equipment; helps coordinate food preparation for large scale catering activities; investigates and resolves issues and concerns related to general food service daily operations; monitors food service operational activities and makes recommendations for new food offerings and/or process changes; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized coordinator class of the Food Services Support Series within the Yosemite Community College District (YCCD). Positions in this class coordinate, monitor, and direct the work of subordinate food service employees to ensure all food preparation and guideline are being followed and maintained.

This class can be distinguished from the class of Food Service Lead because employees in that class serve as lead workers for an assigned area or shift but do not function as full scope first level coordinator.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve nonroutine problems, referring only unusual matters to a manager.

Incumbents in this class do not directly supervise other full time employees, but regularly provide oversight by assigning, directing and/or monitoring the work of subordinate employees.

### **ESSENTIAL DUTIES :**

- Plans, coordinates the daily food services operations for one or more assigned facilities. Assigns and directs subordinate staff engaged in food preparation, cashiering, and the cleaning and disinfecting of kitchen and serving areas, utensils and equipment.
- Serves as a coordinator for an assigned shift and/or area; plans, develops, schedules and coordinates the work of subordinate employees; receives and assigns day-to-day priorities; provides direction and guidance to staff and makes decisions regarding routine activities, particularly in the absence of a manager; monitors and schedules shift coverage; participates in the hiring of full-time, part-time and student workers.
- Plans, coordinates and provides orientation and training programs for employees regarding safety, equipment use, standards of nutrition, sanitation, cleaning products/methods,-and customer service.

- Opens and closes facilities; records cash receipts and makes deposits; daily balancing of cash registers; maintains cash registers and Point of Service system parameters; transfers money daily; maintains basic financial records for assigned areas.
- Monitors and evaluates food and service costs and budgets; identifies opportunities for cost control.
- Maintains supply and equipment inventories; initiates purchases as needed to maintain adequate resources for staff work.
- Surveys customer preferences; recommends new food offerings and policy/procedure changes to improve customer satisfaction.
- Displays and advertises special food service items and activities.
- Performs minor maintenance tasks in keeping assigned areas safe and operational.
- May perform the more difficult and advanced food service activities including cooking, baking and menu preparation; may help coordinate food preparation for large scale catering activities; may prepare recipes and menus for special events; helps coordinates food delivery, set up and take down activities.
- Develops, recommends and implements, departmental policies, procedures and guidelines; prepares correspondence, reports and other documents as needed.
- Maintain accounting records, review accuracy of accounts payable assign account codes.
- Performs other related duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a kitchen or cafeteria environment. Duties may require exposure to heat, work on slippery or uneven surfaces and extensive student contact.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

#### Pattern I

- Experience: Three years equivalent to a Food Service Lead in YCCD.

#### OR Pattern II

- Education: Possession of a High School diploma or GED.
- Experience: Four years performing quantity food preparation, service and kitchen maintenance duties in a commercial or institutional food service facility, including at least one year in a lead worker or capacity.

### **Special Requirements:**

- None

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**Knowledge of:**

- Principles, methods, and procedures of organization. Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities; advanced cooking techniques needed to fulfill catering orders.
- Advanced principles of nutrition.
- Methods of designing menus and meals to meet specific nutritional needs.
- Methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies.
- Advanced operations, services and activities of a food service program.
- Advanced methods and techniques of quality food handling and preparation.
- Methods and techniques of short order grilling and cooking.
- Principles and practices of baking.
- Methods and techniques of kitchen equipment operation, cleaning and maintenance.
- Principles and practices of inventory control.
- Basic arithmetic, record keeping, money handling and banking procedures.
- Occupational hazards and standard safety practices.
- Federal, State and local codes, laws and regulations pertaining to food service.

**Ability to:**

- Prepare and serve a variety of foods in large quantities.
- Plan and prepare meals as part of a catering program.
- Prepare, cook and serve various food items and entrees.
- Use standardized recipes, weights and measures.
- Plan, organize, coordinate, monitor and review the work of staff.
- Independently perform the most difficult food service functions.
- Oversee the operations of an off-site food service location.
- Operate a variety of kitchen tools and equipment in a safe and effective manner.
- Apply standard nutritional and sanitation requirements.
- Ensure adherence to applicable Federal and State laws, codes and regulations.
- Interpret, explain and enforce department policies and procedures.
- Work independently in the absence of supervision.
- Compile data and prepare clear and concise reports.
- Maintain adequate inventory for assigned facilities.
- Perform arithmetical calculations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Licenses and Certificates:**

- Depending upon assignment, a valid license to drive in California may be required.
- Must obtain a valid ServSafe certificate from the National Restaurant Association within three months of hire.

**Physical and Mental Standards:**

- **Mobility:** ability to walk or stand for extended periods.
- **Dexterity:** manual dexterity to operate food service related equipment, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds; occasionally lift objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read labels, documents, and computer screens and do food preparation work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact.

*Class Adopted: January 2019*

*Class Amended: 07/01/19, 7/1/22*