



Position Description

FOOD SERVICES COORDINATOR

GENERAL PURPOSE

Coordinates the Senior Center lunch program, and assists in the planning, organizing, coordination and administration of community recreation programs for 50-plus adults. This is a Fair Labor Standards Act (FLSA) non-exempt position.

SUPERVISION RECEIVED

Works under the supervision of a Community Services Superintendent or designee.

SUPERVISION EXERCISED

May supervise part-time recreation staff and volunteers, as required and/or as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Perform food service management, food preparation, cooking, menu planning following Aging and Adult Services (AAS) guidelines, and kitchen sanitation procedures and routine cleaning of the kitchen and all appliances. Provide quarterly nutrition education.

Purchase necessary supplies from vendors and keep detailed records of expenses and meals served. Maintain food and supply inventory list.

Input computer data and financial records pertaining to kitchen expenses and county grant data. Attend quarterly meetings to comply with grant funding.

Hire and supervise part-time staff, volunteers and 50-plus adults from various food service backgrounds and age groups during daily meal preparation. Meet regularly with kitchen staff and volunteers to review procedures. Provide training for lunch registration and kitchen volunteers.

Assist in the development, scheduling and implementation of lunch time activities and programs, with understanding of 50-plus adult and program needs.

Assist with planning and implementation of classes, programs, parties and special events. May set up tables and chairs for classes and programs.

Work with various government agencies on regulations, training, and education surrounding food safety, nutrition, and other guidelines.

Maintain a variable work schedule based on needs of program and community center.

May perform needed custodial and general maintenance work as required.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Knowledge of proper and safe methods of preparation and cooking of large food quantities; mathematical calculations and recipe conversions; food nutrition values and proper dietary combinations, food purchasing, kitchen sanitation and methods of cleaning, care of kitchen equipment and occupational hazards and safety precautions; recreation philosophy, planning and administration; equipment, facilities, operations and techniques used in a comprehensive community recreation program.

Ability to:

Ability to follow recipes, plan and organize menus; prepare food in large quantities and manage kitchen operations to meet a fixed preparation and serving schedule; calculate ingredients and prepare required food quantities with minimum waste; follow safety practices, sanitation requirements and health code rules; maintain a variable work schedule based on needs of program and community center; follow oral and written instructions, communicate effectively both orally and in writing, and keep simple records; safely operate listed tools and equipment, including proper use of knives, scissors and other cooking tools; maintain and demonstrate skills in First Aid and CPR; serve as an Emergency Disaster Worker and respond to other emergencies as needed; coordinate varied activities involved in a community recreation program; supervise and manage employees; establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; demonstrate sound judgment, timeliness, initiative and independence.

Education and Experience:

Associate of Arts (AA) or Associate of Science (AS) degree from a two-year college or university with a degree in hospitality management, culinary arts, institutional food preparation management, or a closely related field **–or–** Certificate in Culinary Arts from an accredited culinary school

One year experience in institutional food preparation management or related experience.

Additional experience and training in institutional food preparation, community center use, nutrition, menu planning, and food preparation is desirable.

SPECIAL REQUIREMENTS

Ability to obtain and maintain valid California State Driver's License.

Ability to obtain and maintain the following by the end of probationary period: First Aid and CPR certification, and California State certification in food safety (equivalent to the ServSafe Certificate).

TOOLS AND EQUIPMENT USED

Personal computer, including various software; calculator, copy and fax machine; phone; radio; automobile.

Institutional food service equipment including, but not limited to: oven, grill, tilting braising pan, convection steamer, steam table, coffee makers, walk-in refrigerator/freezer, dishwashing machine and various kitchen tools.

PHYSICAL DEMANDS

The physical demands described here 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 frequently required to walk, sit, talk and hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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