



FOOD SERVICE OPERATIONS COORDINATOR

SALARY GRADE: [C3-31](#)

DEFINITION:

Under the direction of an assigned administrator, coordinate, oversee and participate in evening food service operations for the district; train and provide work direction to assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Communicates effectively orally, in writing, and electronically.
7. Performs other related duties as assigned.

Job Responsibilities

1. Coordinate, oversee, and participate in evening food service operations for the District.
2. Train and provide work direction to assigned student assistants.
3. Oversee cashiers and assist in cashiering duties as assigned.
4. Ensure security of cash collected during assigned shift.
5. Oversee preparation and production of food; ensure quality of food.
6. Provide food service to faculty, staff, students and the general campus community as needed.
7. Prepare and maintain accurate records of control items and other records as assigned.
8. Coordinate production of evening catering; participate in evening catering activities including assembling and packaging food and presenting items to the client.
9. Handle customer relations and complaints during assigned shift.
10. Set up and operate assigned areas of food service as needed.
11. Responsible for thorough cleanliness of kitchen and servery before closing.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Basic methods of preparing and serving food in large quantities.
2. Catering and banquet set-up.

3. Common kitchen appliances and utensils.
4. Cleaning methods.
5. Math and cashiering skills.
6. Record-keeping techniques.
7. Campus Center service procedures.
8. Safety and sanitation principles as they relate to food service and kitchen maintenance.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Learn to operate food services equipment/appliances.
3. Operate a cash register and collect and account for cash.
4. Lift and carry boxes and supplies.
5. Understand and carry out oral and written instructions.
6. Observe safety requirements and safe work practices and methods as required.
7. Establish and maintain cooperative work relationships.
8. Work independently and under minimal supervision.

Education

Equivalent to completion of the twelfth grade. Associate's degree in Hospitality preferred.

Experience

Three (3) years experience in food service operations, including food preparation experience.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor kitchen/cooking environment; temperature can be hot or cold.
2. Cafeteria-style environment; noise level is moderate to loud.
3. May include travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Lift moderate to heavy objects up to 60 lbs.

Date Approved: March 1, 2011