



Job Description

Coordinator of Food Service Operations

JD: 2302
Pay Grade: G07

Employment Status: Full-Time **FLSA Status:** Exempt

Experience Required: Five (5) years' related work experience in restaurant management or food service operations.

Supervisory Responsibility: Direct (2); Indirect (0)

Primary Work Location: Café at GC

Certification: Food handler's permit

Job Summary: This position is responsible for operating all facets of the College's food service including meal services and catering for all college functions. This position has primary responsibility for the safe and efficient operation of the kitchen and dining area. This position will oversee and train part-time workers/student workers who will support the food service operations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Administers all phases of meal services in the cafeteria including purchasing, pricing, security, safety, service, food preparation, presentation, nutrition, health code compliance, and menu development/selection.
- Oversees food inventory management to avoid unnecessary waste.
- Provides all catering services for internal college activities.
- Manages all food service operations with the objective of making food service self-funding and profit-making.
- Adhere and enforce the highest standards of cleanliness and sanitary practices.
- Participate in college committees as appropriate.
- Performs other duties as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Relevant business principles and practices.
- Diverse facets of restaurant management and food preparation.
- Health code standards.



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Skills

- Effective and efficient food inventory management.
- Ability to provide high-quality cafeteria, restaurant and catering menus.
- Excellent in food preparation at every level of refinement preferred.
- Exemplary catering skills with quality food presentation.
- Following complex oral and written instructions, policies and procedures.

Abilities

- Communicate effectively in a wide range of situations.
- Handle a variety of job duties simultaneously.
- Establishing and maintaining effective working relationships with other staff, students, and members of the public.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date