



CLASS SPECIFICATION

Class Title: Food Service Coordinator
Department: Health
FLSA: Non-Exempt

Class Code: 4460
Eff. Date: 1/1/82
Grade: 13
Revised: 02/09/18

GENERAL PURPOSE

Under general supervision of the Senior Center Coordinator, performs supervisory tasks in overseeing the meal services at a senior center.

EXAMPLE OF DUTIES

Supervises food service workers and volunteers in the serving of meals and clean-up; trains volunteers and food service workers; schedules duties; manages the Senior Center kitchen to serve catered meals to congregate clients; supervises the packaging and delivery of meals to homebound clients; cooks meals on occasions according to center's calendar and planning.

Maintains a sanitary work area and instructs volunteers and employees in sanitary and healthful handling of food. Maintains health and safety standards in all areas. Ensures kitchen operations and food storage meet health and sanitation codes; ensures food is maintained at appropriate temperatures; ensures all food is properly covered and stored.

Attends planning and coordination meetings as requested by the Nutrition Program Manager.

Prepares and maintains an accurate reservation list; orders meals from the list; assures food is not wasted; maintains a daily and weekly record of meals ordered and served for congregate and homebound clients; assists with the counting of money from meal and program donations with another employee/volunteer, and prepares and makes bank deposit.

Responsible for ensuring that food presentation is appealing and appetizing to clients.

Prepares nutrition reports necessary for the program; enters data; orders nutrition supplies for site; takes supplies to other suppliers when needed for special meals; sends reports to Area Agency office; maintains an accurate inventory of equipment.

Works with other center staff in determining who will attend special events and functions while providing adequate center coverage.

Assures cleanliness and maintenance of vehicles used to transport food.

Assists with education, orientation, and training of volunteers for delivering meals to the homebound clients in collaboration with Nutrition Program Manager, according to agency policies and procedures.

Schedules volunteers and staff for meal delivery routes and coverage. Fills in for Meals on Wheels volunteers as needed; drives delivery routes and organizes routes in an efficient manner.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent), plus three (3) years of full-time experience in the field of nutrition or food service delivery; an acceptable combination of related experience and education/training may be considered. Preference may be given for supervisory experience, or for college course work in nutrition, family studies, gerontology or a related field.

2. Special Qualifications:

Must possess a valid State of Utah Food Handler Permit upon hire, and obtain within six (6) months of hire date, a ServSafe/Food Safety Manager's (USU) certification.

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: nutrition skills, food storage/preservation techniques; food service sanitation and safety; inventory procedures and practices; department policies and procedures.

Skill in: using all applicable computer hardware and software applications, general office equipment including telephone, multifunction copier/scan/fax machine, and calculator.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: oversee kitchen operations; properly use kitchen utensils and equipment; work sustained periods of standing, walking, lifting, and continuous movement; maintain inventory and prepare inventory reports; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, site volunteers, patrons, and the general public.



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WORKING CONDITIONS

Mostly indoor work but may work outdoors on occasion. Daily short trips driving a county vehicle. Work in close proximity to others and interactions with large groups of people. Work regularly becomes fast paced with medium to high pressure situations. Requires physical stamina, ability to stand for long periods of time and adaptability to varying temperatures; hot and cold temperatures. Lift, carry, or otherwise move objects weighing up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***