

BGSU Classification Specification Developed for Equal Opportunity	Class Title: Food Service Coordinator 1	BGSU Pay Grade: 4
	Major Agencies: Universities	Code: 42411
		Jurisdiction: Univ.

Function: Under general supervision from food service manager, cooks food in production quantities; performs related duties as required.

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	46-66	Serves as lead worker (e.g., provides work direction, training of others) over food service workers & any other assigned personnel (e.g., delivery workers, engaged in food preparation & serving, cleaning & cashiering in one designated food service area on one assigned shift.	Knowledge of (1) supervision*, (2) employee training & development*, (3) food service sanitation & safety, (4) food service equipment, (5) food preparation, (6) food specialties (e.g., baking, garde manger techniques)*; skill in (7) use of food service equipment; ability to (8) use whole numbers, (9) understand system of procedures, (10) establish friendly atmosphere as lead worker.
2	21-41	Assists in preparing & serving food &/or checks ward areas & dining rooms during meal service for correct delivery of trays, temperature of food & cleanliness; assists in cleaning food service area.	Knowledge of 1*, 3, 4, 5, 6*; skill in 7; ability to 8,9, (11) lift 25-40 pounds.
3	9-19	Orders & receives food & related non-food supplies; maintains necessary records regarding inventory, employee time &/or cash received.	Knowledge of (12) food purchasing & specifications*, (13) inventory control*; ability to 8, 9, (14) gather, collate, & classify information about data, people, or things.  <ul style="list-style-type: none"> <li>Developed after employment</li> </ul>

<p>Unusual Working Conditions: May be exposed to dangerous or hostile patients.</p>	<p>Minimum Class Requirements: Ability to add, subtract, multiply, &amp; divide whole numbers &amp; to read &amp; write simple sentences plus: 3 courses in food preparation (or 3 mos. exp.); 1 course in food service equipment (or 1 mo. Exp.) ; 1 course in food service sanitation &amp; safety (or 1 mo. exp.); or equivalent.</p>	<p>Training &amp; Development:</p>
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