

## Classification Specification: Sr. Food Service Coordinator

Classification Number: 42412  
Effective Date: September 27, 2013

Pay Grade: 24  
Current Exemption Status: Nonexempt

### Position Summary

Supervision and administration of assigned food service area. Hires, trains and supervises permanent/temporary employees and students. Promotes customer satisfaction by solving problems and securing necessary information. Completes schedules, forecasts sales, maintains inventory and orders food for assigned area.

### Essential/Primary Duties

- Supervises food service workers in the efficient preparation and service of food. Ensures clean, safe work area.
- Hires, trains and schedules staff. Evaluates, disciplines and counsels when necessary.
- Forecasts, estimates and orders food and supplies for assigned area. Receives, inspects, secures and inventories all food and supplies.
- Interacts with corporate representatives ensuring training, operations, marketing and product standards comply with company policies.
- Ensures customer satisfaction.
- Complies with cash and accounting procedures by securing and counting cash tills.
- Practices principles of food sanitation, personal health and cleanliness, time management, safety, fire, accident and theft prevention. Safeguards food service and storage areas.

### Experience and Education

#### Experience

- One year related experience required

#### Education

- High school diploma or GED required

### Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

### Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to demonstrate culinary skills such as food preparation, seasoning and cooking and proper storage
- Ability to operate various culinary equipment

### Supervisory Responsibility

#### Full-Time

Food Service Workers and other staff

#### Part-Time

Food Service Workers and other staff

### Providing Direction

#### Full-Time

Food Service Workers and other staff

#### Part-Time

Food Service Workers and other staff

### Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.