

Classification Specification: Food Service Coordinator

Classification Number: 42411
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

As lead worker, provides work direction and training to students and permanent and temporary/external workers in food preparation, serving, cleaning and cashiering. Assists in hiring employees. May assist in completing schedules, forecasting sales and maintaining inventory. Orders food for assigned area.

Essential/Primary Duties

- Functions as a lead worker. Provides work direction and training to food service workers in the efficient preparation and service of food.
- Assists in hiring food service workers. Creates schedules. May contribute to the evaluation or disciplinary processes.
- Manages the daily preparation of food for assigned area. Creates samples and monitors quality of products. Follows franchise standards.
- Forecasts, estimates and orders food and supplies for assigned area. Receives, inspects, secures and inventories all food and supplies.
- Interacts with corporate representatives regarding training, operations, marketing and product standards.
- Promotes customer satisfaction by answering questions and displaying good public relations. Ensures courteous and prompt service.
- Maintains clean, safe work area. Practices principles of food sanitation, personal health and cleanliness, time management, safety, fire, accident and theft prevention.

Experience and Education

Experience

- Six months 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 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

None

Part-Time

None

Providing Direction

Full-Time

Cooks, Cashiers and other staff

Part-Time

Cooks, Food Service Workers, Cashiers, and other staff

Responsibility for Student Workers

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