

Classification Specification: Sr. Food Service Coordinator

Classification Number: 42412

Effective Date: April 14, 2014

Pay Grade:

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.