
Functional Title:	Food Service Operations Coordinator	Job Code:	1002-CA350
Classification Series:	Food Service	Band/Zone:	F1
Department:	Housing, Dining, & Guest Services	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of administrative and kitchen tasks related to coordinating the preparation for meals for University students and guests.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Monitors activities of unit; assists in enforcing rules and regulations; assists in coordinating activities.
- 2) Oversees staff; assigns tasks; serves as informational resource to staff.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Monitors kitchen, serving, and dining areas; ensures that all areas are neat, clean, and sanitary; monitors condition of food to ensure safety.
- 5) Performs a variety of food preparation tasks that may include cooking, seating customers, and serving.
- 6) Performs a variety of administrative tasks which may include maintaining inventory, keeping records, ordering supplies, balancing accounts and preparing deposits, and handling customer complaints.

Reporting Relationships:

Direction Received: Reports to Food Services Manager of dining hall or head of other campus food serving/preparation/distribution area.

Direction Given: Functional guidance of a group of student employees on an on-going basis. May also provide functional guidance of classified staff.

Minimum Requirements:

Requires six months of training beyond high school in food preparation and one year of related experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of general business administration techniques; knowledge of food preparation and sanitation techniques; supervisory skills.

Working Conditions:

Physical effort usually requires considerable walking and standing with some lifting of materials weighing 25 to 50 pounds. Somewhat disagreeable working conditions due to exposure to high temperatures. Some element of personal risk due to very hot surfaces.