JOB DESCRIPTION

| **TITLE** | FOOD SERVICE COORDINATOR | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

A Food Service Coordinator is responsible for coordinating with the [insert whom to coordinate with] the planning, preparation, and serving of food. They are also responsible for purchasing, storing, preparing, cooking, and serving meals and snacks to [insert who is served e.g. children, patients, customers] as prescribed by [policies or regulations to comply with].

The ideal Food Service Coordinator is a problem solver with excellent communication skills, is customer service oriented, innovative, and an excellent team player.

**Duties and Responsibilities**

Overall Responsibilities:

* Maintaining general operation and efficiency of the kitchen
* Checking daily menus for possible recipe changes
* Ensuring all menu items are ready for distribution at prearranged times
* Updating and evaluating recipes
* Ensuring staff members serve food at proper temperatures
* Observing food to ensure it's set up properly, visually appealing, and served in adequate portions
* Determining food items to be ordered based on food on hand
* Completing purchase orders for needed goods and supplies
* Ensuring staff members follow procedures for receiving, storing, and issuing food and supplies
* Recording meal costs and the number of meals served
* Scheduling and assigning work to food service workers and kitchen staff
* Assessing training needs of staff members and providing appropriate instruction
* Interviewing and Orienting new food service and kitchen employees
* Reporting information to [INSERT TITLE] regarding staff performance appraisal
* Performing other related duties

**Qualifications**

* X years of experience working in the kitchen or in food service preferably at a supervisory level
* Bachelor’s degree in Nutrition or Dietetics or other related fields
* Certificate in food service or related field is a plus
* Knowledge of food safety regulations
* Experience using related software (Insert software e.g., POS, employee scheduling software)

**Core Competencies**

* Team player
* Attention to detail
* Excellent communication skills
* Customer service oriented
* Safety conscious+

**Working Conditions**

* Exposure to very hot temperature
* May be exposed to safety hazards (e.g. slippery floor, hot oven, sharp objects)
* Standing for extended periods
* May require varied shifts
* Overtime and hours outside of typical working schedule may be required