

## **FOOD OPERATIONS COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of skilled tasks in the preparation, presentation and purchasing of food and beverages for Genesee County Parks and Recreation Commission; coordinates the daily operations of all Commission operated food and beverage services; works under general supervision, but is required to exercise a high degree of independent thinking and decision making; performs related duties as required.

### **STATEMENT OF TASKS:**

Determines basic menus, taking into account portion sizes, availability of food, food preference and principles of economy;  
Makes adjustments in quantity and content of meals in response to different requests from village user groups;  
Instructs subordinate employees in regards to proper preparation and sanitation as it relates to the food service operations;  
Inspects quantity, quality, temperatures and appearance of food before it is served;  
Participates in the preparation and presentation of food when required;  
Requisitions and purchases supplies, equipment, and food, inspecting these items upon receipt to ensure that they meet specifications;  
Inspects Commission food and beverage operations periodically;  
Coordinates kitchen operations;  
Provides input into personnel activities including payroll preparation, and hiring and evaluating personnel;  
Develops annual goals and evaluates progress towards reaching those goals;  
Prepares work schedules;  
Directs routine food preparation and custodial tasks;  
Maintains food service records and prepares periodic reports regarding the meals served, food cost, personnel and inventories of food and equipment;  
Suggests revisions or adaptations of work procedures for more efficient performance of the food service operation.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of principles and practices of quantity food ordering and preparation;  
Thorough knowledge of kitchen sanitation and hygiene and food handling and storage practices;  
Ability to accurately estimate quantities of food needed for service of large numbers of persons;  
Ability to plan and carry out efficient work procedures;

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Ability to prepare and maintain necessary records;  
Ability to coordinate and train assigned personnel;  
Ability to prepare and serve a large quantity and variety of food items for functions such as  
banquets and corporate outings;  
Ability to attend work regularly and work under stressful conditions.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in food and nutrition, institutional food management, home economics or dietetics and one (1) year of experience in food preparation in an institutional or a quantity commercial food setting which includes responsibility for menu preparation and ordering of supplies;

OR

Associates degree in Food Management Technology and two (2) years of experience in food preparation in an institutional or a quantity commercial food setting which includes responsibility for menu preparation and ordering of supplies, one (1) year of which must be in a supervisory or group leader capacity;

OR

Four (4) years of experience in food preparation in an institutional or a quantity commercial food setting which includes responsibility for menu preparation and ordering of supplies, two (2) years of which must be in a supervisory or group leader capacity.

### **SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays and irregular hours.

Established: February 15, 1995

Revised: October 1, 2000

  
Human Resources Director