

FOOD SERVICE COORDINATOR

Department: Council on Aging

Grade: N/A-Temporary/Grant-Funded

Division:

Revision Date: 11/19

Appointing Authority: COA Director

Bargaining Unit: N/A

Definition:

The purpose of this position is to manage the foodservice program for the Council on Aging according to policies and procedures, and Federal/State requirements; provides leadership, support and guidance to ensure that food quality standards, inventory levels, and food safety guidelines are met. The Food Service Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Performs varied duties of a routine to semi-complex nature following acceptable standards of quality and performance; requires the frequent exercising of independent judgment and tact when planning nutritious meals at the Senior Center.

Works under the general supervision(s) of the Council on Aging Director. Generally establishes own work plan and completes work in accordance with established department policies and standards. Performs varied and responsible duties requiring independent judgment.

Supervises various volunteers.

Environment:

Most work is performed in a traditional kitchen setting where there is exposure to potential hazards and discomforts found in a kitchen environment.

Operates various kinds of kitchen equipment, a computer, and general office equipment equipment such as a computer, calculator, copier, facsimile machine and telephone.

Employee has frequent contact with volunteers, congregate diners and other staff members. Other contacts include the Nutritionist from Life Path, Inc and staff of the caterer providing meals.

Employee has access to confidential information pertaining to the provision of meal services to patrons.

Errors could result in delay or loss of service, legal repercussions, financial loss, lower standards of service to the community and negative public relations to the city.

Essential Functions:*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Serves meals for individuals at the Senior Center. The coordinator must be or willing to be ServSafe certified by the Commonwealth.

Prepares food for meals for dining room guests in a safe manner following Greenfield Board of Health policies.

Oversees the preparation and handling of food by volunteers and trains volunteers when necessary to ensure that sanitary guidelines are followed. Regularly verifies that hats are worn at all times and gloves are worn when needed and hands washed.

Collaborates with the COA Director in providing necessary documentation and reports.

Inventories supplies, places orders and stores food supplies in appropriate manner.

Prepares and maintains various records on nutrition program activities.

Devises a weekly cleaning schedule, maintain, and organize kitchen appliances and equipment and serving/dining areas.

May work outside of regular hours for special events, including evenings on occasion.

Performs similar or related work as required, directed or as situation dictates.

Minimum Qualifications:

Knowledge, Ability and Skill:

Working knowledge of nutrition and the preparation of meals for large groups of predominantly elderly people. Thorough knowledge of “ServSafe” regulations. General knowledge of the applicable provisions of the Massachusetts General Laws and Greenfield Board of Health Policies pertinent to the operation of a public kitchen and preparation of meals.

Ability to interact in a positive and effective manner with employees and the public and to work independently. Ability to operate a variety of kitchen equipment at efficient speed. Ability to organize work and manage multiple tasks in a timely manner. Ability to plan and organize work and manage multiple tasks in a timely manner.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite preferred; familiarity with other database programs, computer hardware and software applications.

Education, Training and Experience:

High school education or equivalent; two to three years experience working with seniors in a nutritional or food service program preferred; experience in institutional or commercial food preparation desirable; or any equivalent combination of education and experience.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a kitchen setting, subject to moderate noise and is exposed to hot and cold temperatures frequently found in a kitchen environment. A significant amount of time is spent standing, walking, stooping or reaching. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls, and to reach with hands and arms to lift food items. Frequently required to lift up to 30 pounds. Normal vision requirements. Required to operate kitchen equipment in a safe manner and in accordance with manufacturer’s operating instructions. Communicates menus to customers.

Special Requirements: Must have a valid Class D Driver’s License; First Aid and AED Training; Choke Safe Certified; Must successfully pass CORI/ SORI checks; Serve Safe Certification; Allergen Awareness Training.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 2/8/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date Revision History: 1/19, 11/19

Department Head

Mayor