

FOOD SERVICE COORDINATOR

DEFINITION: Under general supervision, performs duties of moderate difficulty in supervising the preparation and cooking of meals according to established guidelines; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, oversees, and coordinates food preparation, cooking, and service; prepares work schedules; prepares menus; may personally prepare meals; inspects and ensures that kitchen and dining areas meet health, sanitation and safety regulations; may personally clean kitchen and dining areas, equipment, appliances, and storage rooms.

Manages the kitchen budget; estimates food needs and initiates appropriate requisitions; maintains inventory of foods and non-food items; receives and maintains records of all incoming items and stores properly; maintains records and prepares required reports; performs annual performance appraisals; attends meetings and training related to food preparation and service.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of materials, methods, and equipment used in food preparation and cooking.

Knowledge of nutritional values of food.

Knowledge of the proper methods of food preparation and cooking.

Knowledge of proper methods of cleaning institutional food equipment.

Skill in performing long range menu planning for large groups.

Skill in interacting with others.

Skill in ordering sufficient food and supplies.

Ability to learn and apply health, safety, and sanitation regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate physical effort in lifting and carrying a 50 pound object approximately 20 yards.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of experience in large scale institutional cooking, one (1) year of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Culinary Arts Certificate; Food Service Sanitation Certificate.

SPECIAL REQUIREMENTS:

- Possess a Food Handler's Permit.
- Possess a valid state driver's license

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.