

COUNTY OF SOLANO

FOOD SERVICE COORDINATOR

DEFINITION

Under general direction, supervises and coordinates the activities of cooks and helpers engaged in preparing, cooking and serving food in a large institution; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a single position class characterized by the responsibility to supervise and coordinate the activities of cooks and helpers in a large central kitchen for the jails. Incumbents supervise and coordinate the preparation and distribution of a large number of meals on a regular and continuing basis.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans varied menus to ensure that the food is appetizing and nutritionally suitable; consults with dietician on nutrition concerns.
2. Estimates food consumption and requisitions or purchases food stuffs and equipment; receives and checks foods and supplies for quality and quantity.
3. Supervises cooks and helpers engaged in preparing, cooking and serving meals and makes recommendations on personnel transactions; maintains time and payroll records; trains new employees and helpers and prepares work schedules for assigned employees; supervises a crew of inmate workers.
4. Keeps a daily record of meals served and takes inventory of supplies and equipment; maintains records on kitchen operations and prepares reports for management and other agencies as required; assures that the kitchen, dining areas, equipment and utensils are maintained in a sanitary manner; may participate in preparation of meals.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Extensive food preparation experience for large groups which included considerable institutional experience and some supervisory experience and which demonstrates possession of and competency in requisite knowledge and abilities.

QUALIFICATION GUIDELINES (Continued)

KNOWLEDGE/ ABILITIES

Thorough knowledge of common methods and procedures of food preparation for large groups; methods and procedures regarding food preservation; kitchen and dining area sanitation; use and care of equipment and utensils used in food preparation; procurement of food stuffs and kitchen equipment; food inventory control.

Working knowledge of public administration including budgeting, program planning, supervision and bookkeeping; procedures and requirements for ordering and utilizing state surplus food stuffs; basic jail security procedures and policies.

Ability to plan appealing and nutritious menus; direct the preparation of food in quantities; plan and administer food service and activities; develop and implement operational procedures; identify and analyze operational and administrative problems and implement changes; make decisions and independent judgments; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; understand objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; prepare budgets and brief narrative and statistical reports; collect and analyze data to draw logical conclusions and make appropriate recommendations; comply with laws, regulations and professional practices governing food preparation in institutions; supervise the work of others engaged in food preparation; secure cooperation and teamwork among support staff; understand and analyze expenditure reports; maintain accurate records and document actions taken; interview people to recommend personnel transactions and to evaluate services offered; organize and prioritize work assignments; make routine arithmetical calculations; project consequences of decisions; determine and evaluate levels of achievement and performance; recognize and respect limit of authority and responsibility; effectively delegate responsibility and authority to others.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a Food Handler's certificate may be required.

SUPPLEMENTAL INFORMATION

Incumbents must be able to perform manual labor associated with food preparation for large groups; be able to work in a hot environment and be able to stand for long periods of time. Work may include lifting objects weighing between 50 and 100 pounds and may include working with a full range of body movements involving reaching, bending, grasping and climbing.

Incumbents may be required to work outside normal business hours.

SUPPLEMENTAL INFORMATION (Continued)

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/ or policy.