

## **Big Bend Homeless Coalition**

### **FOOD SERVICE COORDINATOR Part-Time Non-Exempt**

#### **Supervisor: Food Service Director**

**POSITION SUMMARY:** The role of the Food Service Coordinator is to help the HOPE Community program achieve the goal of providing a wide variety of high-quality nutritious food, including three meals a day, 365 days a year. The objectives of the Food Service program are to maximize use of donated, low-cost, and budgeted food sources. The Food Service program also seeks to accommodate dietary restrictions as approved by resident case managers as well as resident work and school schedules. The Food Service program should satisfy family shelter food service and nutritional standards and best practices, incorporate fresh fruits and vegetables, be served in an appealing manner, and be responsive to the residents' preferences.

This position reports to the Food Service Director.

#### **QUALIFICATIONS AND SKILLS**

- Florida Food Manager's certification or equivalent
- Personal vehicle and valid Florida driver's license
- Physically able to work in a fast-paced, multi-tasked environment
- Physically able to carry 50 lbs. and stand for 8 hours with two (2) 15-minute breaks
- Ability to drive on BBHC business
- Ability to skillfully use hand tools or equipment.
- Ability to read directions, calculate, measure, cut, portion or otherwise work on materials with precision.
- Accept responsibility for accuracy of work.
- Communicate menu, ingredient, and preparation methods.

#### **EXPECTATIONS:**

- Dependable and timely attendance
- Performance consistent with education or experience
- Ability to cope with varied and fast paced activities
- Ability to build relationships with coworkers and volunteers
- Meet sanitation, food handling, and quality presentation standards
- Ability to coordinate multiple tasks and meet production and service time schedules
- Ability to work independently with little supervision
- Demonstration of consistent professionalism in the execution of daily assignments

- Ability to work with diverse groups of people, including people experiencing homelessness
- Excellent customer service skills
- Excellent communication skills and strong organizational skills
- Ability to accurately record and compile collected data

**RESPONSIBILITIES:**

- Actively participate in the preparation and service of menued items in the HOPE Café.
- Review menu plans and meal counts to determine the type and quantity of menu items to be prepared.
- Cook and otherwise prepare menu selections
- Comply with local health department Standards of Operation for food handling and storage.
- Prepare menu selections according to assignments and recipes.
- Prepare Café line for service and serve when needed.
- Secure Café Kitchen at end of service period.
- Wrap, label, date and properly store all food ingredients in accordance to safe food handling techniques, practices and guidelines.
- Complete and submit food requisition, production, temperature log forms, inventory and other assigned paperwork to the Food Service Director.
- Clean and sanitize all work and service areas and equipment.
- Confirm with Food Service Director prior to departure, production and day end closing requirements.
- Perform other job-related duties as assigned

**Physical Demands:**

Lifting 50lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs. Requires walking or standing to a significant degree. Ability to stand for up to 8 hours with two fifteen-minute breaks.

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Employee Signature Date

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Food Service Director Date