

## **Big Bend Homeless Coalition**

### **OFF-SITE FOOD SERVICE COORDINATOR**

**Part-Time Non-Exempt**

**\$11-13 per hour depending upon experience**

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

**POSITION SUMMARY:** The role of the Off-Site Food Service Coordinator is to help the Big Bend Homeless Coalition's REfire Culinary program achieve the goal of providing a working café environment for REfire program students and graduates. The objectives of the café program are to establish a real-world working environment for REfire students and develop and maintain a revenue stream for the REfire program. The café program should satisfy DBPR standards and best practices, incorporate wholesome foods, minimize waste, be served appealingly, and be responsive to the guests' preferences.

This position reports to the Food Service Director.

#### **QUALIFICATIONS AND SKILLS**

- Florida Food Manager's certification or equivalent
- Two years food service management or supervisory experience required
- 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
- Demonstration of consistent professionalism in the execution of daily assignments
- Ability to work with diverse groups of people, including people with felony records

- 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 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 at the end of the service period, including counting receipts and making deposits.
- Wrap, label, date and properly store all food ingredients in accordance with safe food handling techniques, practices, and guidelines.
- Complete and submit food requisition, production, temperature log forms, and other assigned paperwork to the Food Service Director.
- Clean and sanitize all work and service areas and equipment.
- Confirm with Food Service Director before departure, production and day end closing requirements.
- Perform other job-related duties as assigned

**Physical Demands:**

Lifting 50lbs. maximum with frequent lifting and 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.