FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY  

Assistant Coordinator, Campus Center Food Service

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide major assistance in the operation of the Food Service and Building Services Department.

REPRESENTATIVE DUTIES:

1. Assume responsibilities for the supervision of Food Service in the absence of the Managing Director as designated.
2. Hire and train hourly employees as assigned.
3. Plan and make job assignments; supervise student and temporary employees of Food Service and Building Services Departments.
4. Provide equipment and special set-ups for events in and out of the campus center.
5. Purchase materials needed for maintaining building and fixtures.
6. Oversee a variety of maintenance work.
7. Maintain inventory of equipment.
8. May be assigned to oversee special functions and events such as evening banquets and weekend conferences.
9. Service and inspect the campus center and take appropriate action to maintain it in good appearance.
10. Represent the Food Service Director in his/her absence.
11. Administer building service budget.
12. Under supervision of the Food Service Director, provide leadership in developing banquets and conference bookings to include marketing, scheduling and menu coordination.
13. Coordinate food concessions at special activities as assigned.
14. Responsible for supervising food preparation and service for banquets and catering.
15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Food service and banquet set-up.
2. Cleaning and light maintenance of building and equipment.
3. Personnel practices including supervision and evaluation.
4. Stripping and waxing floors, carpet cleaning, window maintenance and related building care.

5. Food sanitation, food preparation, nutrition, sales inventory and health codes.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Manage budget preparation and administration.

3. Develop and schedule work assignments.

4. Organize tasks and see that they are carried out.

5. Train and supervise student employees.

6. Assist in preparing and maintaining budgets.

7. Establish and maintain cooperative relationships with those connected in the work environment.

8. Provide leadership, initiative and direction as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: College level course work in business, hotel restaurant management or related field and four years of full-time paid experience in the field of food and building service to include banquets, maintenance and set-ups in a hotel or restaurant setting.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor work environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read various materials.

4. Sitting for extended periods of time.

5. Lifting, carrying, pushing or pulling moderately heavy boxes of paper.

6. Bending at the waist, kneeling or crouching.

DATE APPROVED: March 1, 1999
RANGE: N-50
EEO-CATEGORY: H-30