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

Food Service Operations Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate, oversee and participate in food service operations for the District; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

1. Coordinate, oversee and participate in food service operations for the District.

2. Train and provide work direction to assigned personnel; maintain work schedules and time cards as assigned.

3. Heat, portion and serve food to students and staff according to established procedures; prepare and cook main dishes, meats, pasta, vegetables and others; prepare salads, sandwiches, fruit, soups and other foods; participate in serving food as needed.

4. Oversee and assist in cashiering duties as assigned.

5. Prepare and maintain accurate records of control items and other records as assigned.

6. Requisition supplies and merchandise as needed.

7. Participate in catering activities including assembling and packaging food.

8. Operate a stove, food processor, slicer, steam kettle, steamer, knives and other related equipment.

9. Set up, operate, clean and close assigned areas of food services as needed.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Operations, policies and procedures related to food service.

2. Principles of training and providing work direction.

3. Sanitation and safety practices related to cooking and serving food.

4. Methods of preparing and serving food in large quantities.

5. Operation of a variety of kitchen equipment.

6. Math and cashiering skills.

7. Record-keeping techniques.
8. Oral and written communication skills.

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. Coordinate, oversee and participate in food service operations for the District.

3. Train and provide work direction to others.

4. Prepare and serve food in accordance with health and sanitation regulations.

5. Operate standard kitchen equipment safely and efficiently.

6. Operate a cash register and collect and account for cash.

7. Communicate effectively both orally and in writing.

8. Prepare and maintain routine records.

9. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Four years experience in food service operations, including food preparation experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Food service environment.

2. Exposure to hot foods, equipment and metal objects.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Lifting, carrying, pushing or pulling moderately heavy objects.

3. Standing or walking for extended periods of time.

4. Dexterity of hands and fingers to operate kitchen equipment.

5. Carrying, pushing or pulling food trays, carts, materials and supplies.

6. Reaching overhead, above the shoulders and horizontally.

7. Seeing to assure proper quantities of food.

8. Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to sharp knives and electric slicers.

DATE APPROVED: March 1, 1999
RANGE: N-32
EEO-CATEGORY: H-70