

POSITION TITLE: FOOD SERVICES COORDINATOR
DEPARTMENT: HOSPITALITY SERVICES
SUPERVISED BY: OFFICE MANAGER

About the Position:

The Food Services Coordinator position provides oversight to the kitchen operations, handles meal preparation and serving and also supervision of dinner volunteers for RAGTime and Agape After-School Program. The Coordinator is also required to operate consistently within the program standards, mission, and guidelines as outlined by the Agape Youth and Family Center's Policy Manual.

Duties and Responsibilities:

- Develop and maintain cooperative and productive working relations with dinner volunteers.
- Be on site and accessible to food volunteers during meal preparation and service.
- Develop and implement acceptable clean kitchen and equipment program.
- Provide information and recommendations to the Office Manager regarding program evaluation and modifications to better meet needs of the kitchen, meal program, and inventory control.
- Ensure proper maintenance of kitchen, dining rooms, kitchen equipment, and storage pantries.
- Maintain data quality control and reporting measures of food service program.
- Complete monthly meal report.
- Control food inventory and program supplies.
- Spearhead stocking and organizing the food pantry.
- Plan and supervise cooking of meals when not provided by a dinner volunteer group.
- Monitor and maintain the inventory, supplies, and condition of the kitchen. Ensure dining rooms and kitchen is stocked with necessary meal service supplies (plates, bowls, silverware, cups, etc).
- Develop and implement general kitchen, meal preparation, and serving and cleaning procedures.
- Handle food donations
- Purge kitchen refrigerators and food pantry twice a week, purge freezers once a week and additional food storage spaces 1-2 times a quarter.
- Ensure all expired and spoiled food is disposed of in a timely manner.
- Maintain acceptable standards of professional conduct.
- Attend outside meetings or training pertaining to the safety and well-being of the meal service program.
- Act as a member of a cohesive team. Maintain professional image.
- Other duties as assigned by Office Manager.

Qualifications

- High School Diploma and previous experience or training in a kitchen and janitorial services.
- Ability to work independently, with minimum supervision.
- Ability to work as a member of a team.

- Ability to maintain confidentiality.
- Must possess strong communication skills.
- Ability to handle multiple tasks.
- Ability to work with people from diverse backgrounds.
- SafeServ certification (can be completed after hiring).
- Ability to work flexible work schedule. Evenings and some weekends required.

Physical Requirements

- Must be able to lift 40 pounds, sit, stand, squat, bend, climb stairs, crouch, reach, and kneel.