

## **COUNTY OF SOLANO**

### **FOOD SERVICE COORDINATOR**

#### **DEFINITION**

Under general direction, supervises and coordinates the activities of cooks and helpers engaged in preparing, cooking and serving food in a large institution; serves as a member of the department's management/supervisory team.

#### **CLASS CHARACTERISTICS**

This is a single position class characterized by the responsibility to supervise and coordinate the activities of cooks and helpers in a large central kitchen for the jails. Incumbents supervise and coordinate the preparation and distribution of a large number of meals on a regular and continuing basis.

#### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Plans varied menus to ensure that the food is appetizing and nutritionally suitable; consults with dietician on nutrition concerns.
2. Estimates food consumption and requisitions or purchases food stuffs and equipment; receives and checks foods and supplies for quality and quantity.
3. Supervises cooks and helpers engaged in preparing, cooking and serving meals and makes recommendations on personnel transactions; maintains time and payroll records; trains new employees and helpers and prepares work schedules for assigned employees; supervises a crew of inmate workers.
4. Keeps a daily record of meals served and takes inventory of supplies and equipment; maintains records on kitchen operations and prepares reports for management and other agencies as required; assures that the kitchen, dining areas, equipment and utensils are maintained in a sanitary manner; may participate in preparation of meals.

#### **QUALIFICATION GUIDELINES**

##### **EDUCATION AND/OR EXPERIENCE**

Extensive food preparation experience for large groups which included considerable institutional experience and some supervisory experience and which demonstrates possession of and competency in requisite knowledge and abilities.

## **QUALIFICATION GUIDELINES (Continued)**

### **KNOWLEDGE/ ABILITIES**

Thorough knowledge of common methods and procedures of food preparation for large groups; methods and procedures regarding food preservation; kitchen and dining area sanitation; use and care of equipment and utensils used in food preparation; procurement of food stuffs and kitchen equipment; food inventory control.

Working knowledge of public administration including budgeting, program planning, supervision and bookkeeping; procedures and requirements for ordering and utilizing state surplus food stuffs; basic jail security procedures and policies.

Ability to plan appealing and nutritious menus; direct the preparation of food in quantities; plan and administer food service and activities; develop and implement operational procedures; identify and analyze operational and administrative problems and implement changes; make decisions and independent judgments; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; understand objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; prepare budgets and brief narrative and statistical reports; collect and analyze data to draw logical conclusions and make appropriate recommendations; comply with laws, regulations and professional practices governing food preparation in institutions; supervise the work of others engaged in food preparation; secure cooperation and teamwork among support staff; understand and analyze expenditure reports; maintain accurate records and document actions taken; interview people to recommend personnel transactions and to evaluate services offered; organize and prioritize work assignments; make routine arithmetical calculations; project consequences of decisions; determine and evaluate levels of achievement and performance; recognize and respect limit of authority and responsibility; effectively delegate responsibility and authority to others.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a Food Handler's certificate may be required.

### **SUPPLEMENTAL INFORMATION**

Incumbents must be able to perform manual labor associated with food preparation for large groups; be able to work in a hot environment and be able to stand for long periods of time. Work may include lifting objects weighing between 50 and 100 pounds and may include working with a full range of body movements involving reaching, bending, grasping and climbing.

Incumbents may be required to work outside normal business hours.

**SUPPLEMENTAL INFORMATION (Continued)**

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/ or policy.