



## FOOD SERVICE COORDINATOR JOB DESCRIPTION

Updated 12/15/2014

### Position Summary

There are generally two Food Service Coordinators (FSCs) at each site. These individuals work together as a team. The FSCs are responsible for providing an appetizing variety of healthy food for all volunteers. The FSCs also control over one third of the site budget.

### Responsibilities

- Order/**purchase** all food items
- Organize **safe storage** of food and maintain a **sanitary** kitchen
- Monitor food spending to stay on **budget**
  - Carefully record each **receipt** into SiteManager (SM, online budget tracking program)
  - Conduct a weekly **inventory** of food on hand and enter in SM
- Ensure meals are well balanced and meet the **dietary needs** of volunteers and staff
  - Prepare breakfast and dinners **on time** for all volunteers and staff
  - Follow the **meal plan** and recipes
- Facilitate volunteers helping with **food preparation**
- Supervise volunteers in kitchen **clean-up duties**
- Participate in building of **Christian communities** among staff and volunteers
  - **Minister** to volunteers by operating an open, friendly and hospitable kitchen
  - Assist **Spiritual Life Coordinator** with program activities
- **Communicate** with Site Director and Central Staff about FSC team status
- Invite **community members** to dinner one night a week
- Complete a beginning and end of summer **kitchen equipment inventory**
- **Clean, pack and organize** kitchen equipment as instructed at the end of the summer
- Provide **feedback** at the end of the summer on processes, meal plan and recipes
- Complete an end of summer **report**

### Skill & Knowledge Requirements

General cooking knowledge and experience. Excellent organizational and planning skills. Ability to direct work and work independently. Ability to lead large and small groups. Ability to model Christian values.

## **Training**

All Food Service Coordinators will be required to complete Online Training during the month of May. FSCs must read their entire job manual before the summer. During the ten day in-person training in June, FSCs will prepare under supervision all meals for 45 summer and central staff. There will also be over twenty hours of job specific hands-on and classroom training.

## **Tips for Being a Successful Food Service Coordinator**

1. Do not underestimate preparation time for meals! Better to be early and keep food warm than rushing and late.
2. Assign tasks for each FSC to provide personal responsibility in the kitchen. Divide and conquer.
3. Stay on top of your administrative work. It is nearly impossible to catch up after falling behind in entering receipts and inventories into SiteManager.
4. Provide a fun atmosphere for volunteers to join you in the kitchen. Make food preparation and cleaning duties enjoyable for you and volunteers alike!
5. Get out of the kitchen. Prioritize taking naps to complement early morning wake-ups. Visit work sites at least once a week to gain broader perspective of site activities.