

POSITION DESCRIPTION

JOB TITLE: *Food Service Coordinator* **DATE:** *November 2022*
DEPARTMENT: *Bahá'í School* **LOCATION:** *Permanent Schools*
REPORTS TO: *Operations Manager*

OFFICE SUMMARY: The Office of Education and Schools works collaboratively with individuals, institutions, and communities to serve the goals of the Plan. Vital to this effort is a continued engagement with families and agencies in the schools' service areas and their community building efforts of expansion and consolidation, social action, and participation in discourses. Our permanent Bahá'í Schools provide a place of learning, fellowship, and service to all diverse participants who attend programs provided by the Office of Education and Schools, and local and regional institutions.

POSITION SUMMARY: The Food Service Coordinator is responsible for providing nutritious and delicious meals to the participants of school programs and residential staff. The Coordinator supervises the kitchen staff and volunteers, providing training and encouragement. They are responsible for the planning and preparation of all food services as well as the preparation and maintenance of the dining area. They contribute to strong, harmonious and cooperative relationships through loving and caring actions. They contribute to a culture of learning, fellowship, and consultation, modeling good character. This is a full-time position located at the school.

KEY POSITION RESPONSIBILITIES AND ESSENTIAL FUNCTIONS: include the following. Other duties may be assigned.

1. Reflects and exhibits high values and principles in character, attitude, and behavior and contributes to the school culture of unity, learning, and collaboration.
2. Uses cultural sensitivity and applies spiritual principles in attitude and behavior when engaged with staff and guests.
3. Engages in a consultative process in order to achieve unity of thought and action and engages in consistent planning, action, and reflection with all processes.
4. Participates in school and organizational staff meetings, study sessions, and events.
5. Collaborates with staff to assist in the smooth functioning of all areas of the school.
6. Prepares, cooks, and serves all meals with the assistance of support staff and volunteers to provide timely, nutritious, high-quality food service.
7. Plans food production to coordinate with meal serving hours so that excellence, quality, temperature, and appearance of food are preserved.
8. Plans all session menus in consultation with Operations Manager, taking into consideration special dietary restrictions and meal alternatives needed by guests and staff.
9. Purchases all goods and supplies, and maintains an inventory
10. Provides input into the creation of the annual Food Service budget and operates within the budget.
11. Recommends and implements improvements in kitchen/dining facilities and equipment.
12. Assures regular maintenance of kitchen equipment in collaboration with Facilities Coordinator, and contracted services.
13. Adheres to sanitation and health standards in all aspects of kitchen operation.
14. Maintains a warm and friendly work environment and supervises, trains, and accompanies all kitchen staff and volunteers, assuring adherence to safety, customer service, and cleanliness.
15. Performs all physical work necessary for the effective operation of a commercial kitchen.

SKILLS & QUALIFICATIONS REQUIRED: *To perform in this position successfully, an individual must be able to perform each essential function listed above satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. Willing to learn about the principles and activities essential to the school and to join in staff studies of the writings and messages of the Faith.
2. Willing to actively contribute to the BNO culture of learning, fellowship, and consultation, as well as model good character and a spirit of service. Behaviors meet high moral standards and serves as a model to the residential community.
3. Communicates with humility and openness with individuals of diverse backgrounds
4. Demonstrates a humble posture of learning, creativity, flexibility, reliability, and trustworthiness
5. Ability to encourage and support others in their learning and development
6. Ability to maintain confidentiality, to use good judgment and to discern when to seek guidance
7. Very strong ability to work independently and collaboratively, meet reasonable deadlines, and prioritize
8. Able to meet diverse and changing needs while maintaining priorities
9. Ability to demonstrate resourcefulness and work under pressure while maintaining composure and focus
10. Demonstrates strong consultation, problem solving, and interpersonal skills
11. Strong knowledge and experience in menu planning, food preparation, and operations of commercial kitchens.
12. Knowledge and experience in preparing food for special dietary needs
13. Knowledge and experience in supportive and effective staff supervision.
14. Knowledge of state standards of health and safety related to commercial food service.
15. Effective verbal and written communications skills.
16. Ability to maintain an efficient and clean kitchen operation and inventory
17. Ability to maintain food service budget, department accounts receivables and payables
18. Ability to provide helpful customer service, and effectively resolve complaints and problems in a harmonious manner.
19. Basic computer skills.
20. Meets the physical demands of working in a busy production kitchen – bending, kneeling, squatting, carrying, and lifting up to 50 lbs.
21. Must have or be able to acquire certification for state standards of health and safety
22. Must have a valid driver's license
23. Is fully vaccinated against Covid 19 and has had a booster shot.
24. This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef's knives. The employee is frequently exposed to heat, steam, fire, and noise. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to stand and walk. The employee is occasionally required to sit, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.