

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**FOOD SERVICES COORDINATOR**

**DEFINITION**

Under supervision of the Recreation Services Supervisor, the Food Services Coordinator performs the following duties: oversees the part-time staff and volunteers, in food preparation management, recipe development, ~~service~~ lunch service and clean-up, including dishwashing. Creates meal plans, coordinates the nutrition education and staff and volunteer training; oversees the Westlake Park Garden Deli and Food Pantry; assists with food purchasing and price comparisons; oversees catering and cooking classes; and, performs other program duties as assigned.

**EXAMPLES OF DUTIES**

Supervise food preparation, sanitation procedures, inventory control, storage and clean up, and enforcement of health code rules and regulations. Supervise community service and family service workers. Responsible for purchasing and ordering food and equipment. Assist in supervising and training volunteers and budget tracking. Provide coordination of new programming, educational activity, and catering activities. Work schedule may include occasional nights and weekends. Other duties as assigned.

Hire and supervise part-time staff and volunteers from various food service backgrounds during daily meal preparation. Meet regularly with kitchen staff and volunteers to review procedures. Provides support for lunch registration process and training of kitchen volunteers.

Perform food service management, food preparation, cooking and menu planning following Aging and Adult Services (AAS) guidelines, and kitchen sanitation procedures and routine cleaning of the kitchen and all appliances. Provide quarterly nutrition education/in-service trainings; and attend quarterly meetings to comply with grant funding.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Food service management, preparation, and sanitation requirements; kitchen management skills; computer spreadsheet use; and senior adult needs and quality customer service; and institutional food service equipment including, but not limited to oven, grill, tilting braising pan, convection steamer, steam table, coffee makers, walk-in refrigerator/freezer, dishwashing machine and various kitchen tools.

**Ability to:** Communicate easily with senior adults from various socio-economic and ethnic backgrounds and age groups; understand senior adult and program needs; demonstrate sound judgment, timeliness, initiative, independence and personal cleanliness; follow sanitation requirements and health code rules, provide quality customer service; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three years of full-time experience in food service management or closely related work, including budget and volunteer tracking; and use of spreadsheet program, desirably Excel or Google.

**Education:** Graduation from high school or equivalent. Formal culinary education preferred.

**License:** Possession of a valid Class C California Driver's License Possession of current California Food Manager certification from ServSafe or ability to obtain certification by hire date; and First Aid, CPR and AED certification.

R: 9/2023