

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Food Service Coordinator I

Class Code: 7076

Pay Grade: 204

GENERAL CLASS DESCRIPTION:

Under general supervision, assigns and coordinates the activities of food workers involved in set-up, food service and maintaining cleanliness of food service areas and equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinates and participates in the set-up if serving lines, beverage and condiment stations prior to meal serving.
2. Assigns and reviews work on employees engaged on supplying and arranging of food, dishes, silverware and other supplies at steam table and serving stations.
3. Monitors operation of food serving line and dining areas to insure that supplies of food products are adequate and of prescribed quality.
4. Checks work area for employee attendance and arranges to fill in when necessary. Evaluates the work of student employees as required.
5. Handles requests and inquired from customers pertaining to food service.
6. Insures that food and other supplies are returned to the kitchen and recorded following meal service; and to work area/equipment is clean and orderly at the close of each day.
7. Provides on-the-job training of employees assigned to food service unit.
8. Performs other related duties and responsibilities as required.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of methods and practices of institutional food preparation and service.
2. Knowledge of principles of food sanitation, health hazards, and the necessary precautionary measures.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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3. Ability to understand and execute oral and written instructions.
4. Ability to maintain effective working relationships with others.
5. Ability to perform physical tasks such as lifting (50 pounds), bending, stooping, standing for prolonged periods.
6. Ability to set up and monitor a food serving line in accordance with menu.
7. Ability to train, schedule and monitor work of student employees.
8. Knowledge of effective communication skills in order to handle customer concerns, requests or complaints.
9. Knowledge of basic arithmetic skills, i.e. addition, subtraction, multiplication, division, percentages, fractional numbers, decimals, etc.
10. Ability to maintain records of quantities of ingredients used and volume of production.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write and follow instruction.

REVISION EFFECTIVE: July 1, 1989