

JOB DESCRIPTION

Job Title: *Food Service Coordinator (5413)*

- Job Summary:** x Estimates food costs and requisitions or purchases supplies.
- Makes recommendations for kitchen equipment and advises in kitchen layout and design for childcare centers.
 - Investigates and resolves food quality and service complaints.
 - Reviews financial transactions and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.
 - Directly supervises two employees in the food service department.
 - Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
 - Interviewing and training employees.
 - Planning, assigning, and directing work.
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Education and Experience Required:

- An Associate Degree or higher, in nutrition or a related field is required, plus two years management experience in community nutrition and/or food service.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
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