



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Food Services Coordinator
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Food Services
<b>LOCATION</b>	Frontier Collegiate Institute Campus
<b>REPORTS TO</b>	Residence Administrator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Reporting to the Residence Administrator, the Food Services Coordinator is responsible for the overall operation of the cafeteria. Responsibilities include staff and student scheduling and supervision, inventory control, purchasing, budget control, menu planning and meal preparation for approximately 250 residence students as well as Division sponsored activities and course development. The Food Services Coordinator must possess the interpersonal skills required to create a positive social environment within the kitchen and cafeteria as a whole. The incumbent must act as maitre d' and ensure quality control during special events. The Food Services Coordinator is a member of the Healthy Foods Committee.

**QUALIFICATIONS**

Education

- Grade 12.
- Red Seal.
- Certification in National Food Safety Training Program, Food Safe or Food Handlers Program.

Experience

- Three years experience in a full service cafeteria setting handling quantity cooking and some experience in supervising staff or an equivalent combination of training and experience approved by the Division.
- Experience as an instructor in a teaching kitchen and in a classroom setting.
- Commercial/institutional cooking experience.
- Experience with accounts payable, budget control, purchasing, receiving and payroll.
- Experience with inventory and quality control systems.
- Experience with menu preparation and nutritional requirements.
- Previous experience working closely with adolescents.

### Knowledge, Skills and Abilities

- Thorough knowledge of food sanitation standards, personal hygiene and safety.
- Emergency First Aid and CPR certification.
- WHMIS certification.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.

### **DUTIES AND RESPONSIBILITIES**

- Directs Food Services personnel and student employees.
- Develops menus in compliance with the Division's Healthy Foods Policy.
- Ensures the safe and effective operation and maintenance of all kitchen and dining room equipment.
- Processes accounts payable and payroll, prepares schedules for staff and student workers.
- Assists Residence Administrator.
- Purchases and receives food items, equipment, and paper products and maintains inventory and quality control.
- Assumes responsibility for cooking when necessary.
- Performs other duties as assigned.

### **CONTACTS**

Division, Area and School personnel  
Community Groups/Suppliers

### **WORKING CONDITIONS**

Day and evening work required.  
This position works the school year.

### **PHYSICAL AND VISUAL REQUIREMENTS**

Moderate physical exertion approximately 35-65% of the time.  
Ability to lift 20 kg.

### **EQUIPMENT USED**

Industrial cooking equipment  
General Office Equipment  
Personal computer and a variety of software packages

**APPROVED**

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date