

JOB TITLE	Cafeteria Coordinator
DEPARTMENT	Campus Cafeteria
LOCATION	Frontier Collegiate Campus
REPORTS TO	Frontier Collegiate Administration
STAFF SUPERVISED	Cafeteria Staff
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

Reporting to the Frontier Collegiate Administration, the Cafeteria 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 students as well as any Division sponsored activities. The Cafeteria Coordinator must possess the interpersonal skills required to create a positive environment. The incumbent must act as maitre d' and ensure quality control during special events. The Cafeteria Coordinator is a member of the Healthy Foods Committee.

QUALIFICATIONS

Education

- Grade 12.
- Red Seal Cook certification.
- Food Safety/Food Handling certification.
- Current CPR and First Aid.
- WHMIS certification.

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.
- 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.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Directs staff 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.
- Purchases and receives food items, equipment, and products
- Maintains inventory and quality control.
- Responsible for preparing meals and cooking.

Performs other duties as assigned.

CONTACTS

Division and campus staff
Students
Community Groups/Suppliers

WORKING CONDITIONS

Day, evening and weekend 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