

City of San José
CLASS SPECIFICATION

Title: Food Service Coordinator FT/PT (6164/6160)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation, and Neighborhood Services	Varies	Non-exempt

CLASS SUMMARY

Coordinates the food service program for seniors at a given Senior Center site. Recruits, trains, and gives work direction to kitchen staff and volunteers involved in providing nutritious meals to seniors. Ensures meals are delivered in a social environment.

DISTINGUISHING CHARACTERISTICS

This is the highest level in a three-level series of food service jobs. This level is distinguished from the Cook, who prepares meals and does not have responsibility for coordinating the overall program.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and two (2) years of experience in food service, including one year of cafeteria or food service management experience.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

Ability to:

- Read, write and speak English and to understand and execute written and oral directions.
- Keep accurate and orderly records.
- Understand recordkeeping and maintain a budget; must possess basic math skills.
- Plan menus and shop wisely and inexpensively.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Two (2) years of college level courses (equal to 60 semester units) in a related field.

Knowledge of:

- Community resources available to seniors.
- And experience in volunteer coordination.

Ability to:

- Maintain high standards of food service, safety and sanitation.

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- Possess strong interpersonal skills; ability to communicate and work effectively with senior citizens, agency personnel, vendors, and the public.
- Organize, manage and coordinate both a food service program and a recreation program simultaneously.
- Recognize and respond to the needs of the individuals and to respect their confidentiality.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Orders food and necessary program supplies from vendors and providers, and keeps accurate inventory. Picks up food and supplies when required.	Continuous
2.	Keeps accurate records of invoices and daily contributions; prepares weekly accounting reports and makes bank deposits. Ensures expenses are kept within budget.	Continuous
3.	Provides work direction to the cooks and kitchen aides in the performance of their duties. Ensures food is prepared with high standards of sanitation and safety.	Frequent
4.	Recruits, trains, and assigns work to volunteers.	Occasional
5.	Works with the Senior Center staff to plan meal activities such as guest speakers, exercises and other recreational programs to enhance the nutrition program participants' well-being. Follows procedures established by the city, County and Federal government to ensure the meals are delivered to seniors in a social environment.	Occasional
6.	Plans menus per established guidelines.	As Required
7.	Assists the Senior Center staff in publicizing, promoting and evaluating the nutrition program and related activities.	As Required
8.	Sets up outreach and escort services for disabled participants; links participants to various community resources for seniors.	As Required
9.	Oversees the reservation system and ensure that all seniors have an equal opportunity for lunch.	As Required
10.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)

	Climbing	X	Kneeling		Crawling
X	Balancing	X	Lifting	X	Reaching
X	Stooping		Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling	X	Pushing
X	Crouching				

Select one of the following:

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_____ *Sedentary Work:* Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

_____ *Light Work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

 X *Medium Work:* Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

_____ *Heavy Work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

_____ *Very Heavy Work:* Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

CLASSIFICATION HISTORY *Created 02/01, Rev. 07/16 (addition of FT); s001*