

Location:	Victoria, B.C.	Reference No:	
Date:	February 2021	Job Title:	Food Services Coordinator
PRIMARY FUNCTION:			
<p>Reporting to the Non-Profit Portfolio Manager, the Food Services Coordinator is responsible for the delivery of the meal services program. He/She/They develop serving schedules and weekly menus, manages meal services program budget, maintains cleanliness of kitchen areas, oversees the kitchen staff and delivery of meals. The position may be required to assist with the preparation, cooking and serving of meals as required.</p>			
JOB DUTIES AND TASKS:			
<ol style="list-style-type: none">1. Plans, organizes and directs the meal services program. Develops and maintains all serving schedules. Ensures all food items are served according to menu specifications in a safe and appropriate manner.2. Develops weekly menu and ensures food choices are nutritional and meet the Canadian Food Guidelines. Ensures that the dietary needs of all tenants are being met in an equitable way.3. Manages meal services program budget. Procures and orders all necessary supplies for the creation of meals. Monitors and manages the inventory rotation following FIFO (first in, first out) procedures, product storage standards and waste.4. Ensures all kitchen equipment, supplies and work areas are maintained and sanitized in compliance with health standards, including adherence to WHMIS guidelines. Performs daily dishwashing, sweeping, mopping and deep cleaning of the kitchen as needed.5. Creates and oversees the kitchen staff scheduling.6. Supervises staff by assigning and monitoring their work, providing training and orientation, directing and motivating staff, providing advice and guidance regarding staff issues, conducting performance evaluations and disciplining staff when necessary. Participates in the recruitment of staff and resolves grievances at the first stage of the grievance process.7. Assists with the preparation, cooking and serving of nutritious meals as required.8. Maintains proper log documentation of kitchen areas, including daily cooler and dishwasher temperature logs.9. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.			

SUPERVISION/DIRECTION RECEIVED:

Immediate Supervisor.

SUPERVISION/DIRECTION EXERCISED:

Monitors and assigns work to the Cook positions. Participates in the recruitment, selection, training, completes performance evaluations and recommends discipline.

PHYSICAL ASSETS/INFORMATION MANAGEMENT

Ensures work areas and all kitchen equipment are maintained; maintains proper documentation of kitchen areas including daily cooler and dishwasher temperature logs.

FINANCIAL RESOURCES:

Applies standard purchasing procedures to acquire goods and services.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.