

**Job Description and Standards of Performance**

<u>Position Title:</u> Food Services Coordinator	<u>Affiliation:</u> Guild
<u>Department:</u> Human Resources	<u>Department #:</u> 7440
<u>Date Updated:</u> 6/6/07	<u>Updated by:</u> Dobbyn
<small>Released 8/28/00</small>	<u>Job Code #:</u> 42F037

Position Purpose/Objective:

Perform general cooking and kitchen duties in order to prepare and package food items to be purchased by employees and visitors.

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
Prepares and serves food and beverages.  CORE	<ul style="list-style-type: none"> <li>• Food and beverages are served on a daily basis; food and beverages are fresh. Food is prepared and served in a professional manner.</li> <li>• Menus and food selections include healthy and reasonably-priced options.</li> <li>• The lunchroom is operated in compliance with Federal, State and City of Portland health licenses.</li> <li>• Trains coverage on all phases of the food services area.</li> <li>• Provides excellent customer service to the company employees and visitors.</li> </ul>
Cleans pots, pans, cooking utensils, dishes, tables and refrigerators, microwaves and toasters. CORE	<ul style="list-style-type: none"> <li>• Kitchen utensils and all related equipment are cleaned after each use.</li> </ul>
Orders food, beverages and supplies. Inventories and stocks correctly. CORE	<ul style="list-style-type: none"> <li>• Food, beverages and paper goods are purchased regularly from quality vendors.</li> </ul>
Maintains lunchroom cash register and completes reconciliation process daily.	<ul style="list-style-type: none"> <li>• Cash receipts are kept in the cash box; cash box is secured daily after each workday and brought to the cash</li> </ul>

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CORE	office with receipts. A minimum amount of cash is kept for opening each day. <ul style="list-style-type: none"><li>• Expenses in the department are at or below budget for the year; variances above budget are justified.</li></ul>
Other related duties as assigned. SUPPORTING	<ul style="list-style-type: none"><li>• Additional duties are performed in a timely and accurate manner.</li></ul>

Required Education and/or Experience/Knowledge:

Food preparation skills and the ability to reconcile cash.

Required Skills:

Excellent customer service skills  
Organization skills including ability to prioritize  
Strong oral communication skills  
Fundamental math skills

This position reports to:

Human Resources Director