

Food Service Coordinator

General Position Description

The Food Service Coordinator supervises food preparation and serves meals and snacks to center children and staff. The Food Service Coordinator is responsible for maintenance, cleanliness, inventory and safety of kitchen.

This Position Reports to

- Executive Director
- Opuilent Life Church Pastor

Key Responsibilities

- Plan menus in accordance with nutritional guidelines and food restrictions.
- Prepare, cook and deliver meals.
- Maintain hygiene and safety of kitchen in accordance with state licensing requirements.
- Order food and related supplies to ensure a well-stocked kitchen.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

Additional Knowledge, Skills, and Experience Required

- 1 – 2 years of professional experience in food service, preferably in child care or institutional setting.
- Basic math skills for measuring and portioning.
- Infant/child CPR and First Aid certification.
- Must clear full background check.
- Must pass health screening.

Educational Requirements

- Associate's Degree in social services, business or human resources or related field.

Physical Requirements

- Must be able to lift and carry up to 50 lbs
- Stand for long periods of time.
- Move as the position requires.