

JOB DESCRIPTION
Northeastern Ohio 4-H Camps, Inc.

FOOD SERVICE COORDINATOR

Qualifications

1. Must have background experience in food service and be able to undertake complete responsibility for the food service program.
2. Must possess supervisory abilities.
3. Must observe a habit of personal cleanliness.
4. Must be willing to work irregular hours according to the needs of the food service program.
5. Must have extensive knowledge of bulk food preparation.
6. Must be able to interact positively with members of groups and staff.
7. Must demonstrate enthusiasm, patience, self-control, and a sense of humor.
8. Must have current food safety certification.
9. Must be able to lift and carry 50 pounds.

Responsibilities

1. The Food Service Coordinator is responsible to the Northeastern Ohio 4-H Camps, Inc. Executive Director.
2. Provide positive oversight and coordinate use of all kitchen and dining hall services.
3. Assist in selecting, training, supervising, and scheduling of kitchen staff.
4. Responsible for administering milk subsidy program and all other government programs pertaining to food service in which the camp participates.
5. Keep accurate records of food purchases and usage and report as requested. Anticipate needs and order supplies with the approval of the Executive Director.
6. Prepare meals, utilize commodity foods and seasonal foods when available. Make proper use of leftovers and avoid waste.
7. Keep a running inventory of all food supplies and kitchen equipment.
8. Be responsible for storage of food and supplies.
9. Keep menus physically posted.
10. Create master menus and annually submit for review to ensure it meets established dietary guidelines. Make necessary adjustments for special requests and dietary needs.
11. Have meals on schedule.
12. Keep kitchen, dining hall, and equipment clean. Maintain and supervise all sanitation procedures to meet health Department and American Camp Association standards.
13. Participate on Food Service Committee.
14. Orient group leaders about dining hall procedures.
15. Perform other duties as assigned by the Executive Director.

General

The statements on duties are not to be taken as the final and only work to be done. Frequently it will be necessary for the Food Service Coordinator to cooperate in such areas as kitchen custodial duties, etc., which are important for the continued smooth operation of the camp.