



JOB DESCRIPTION: Food Services Coordinator-PRN

Reports To: Food Services Assistant

Salary Band: On Call

POSITION SUMMARY:

The Food Services Assistant is responsible for assisting with the preparation, presentation and service of food and drink within the operations of Gateway Center food services campus.

PRINCIPAL ACCOUNTABILITIES:

- Customer-Service: position may have to interact with customers.
- Organizational Skills: manages work schedules, shipments, cleaning schedules and more
- Assisting with the preparation of and the serving of all meals and beverages to customers
- Monitoring food usage to assure adequate supply
- Providing quality assurance by monitoring food items for taste, smell, and appearance
- Conducting reviews of GWC food service program to evaluate the effectiveness of the food and nutrition services operations
- Ensuring that the kitchen and service areas are clean and tidy, assisting with waste removal and washing up
- Ensuring health and safety regulations are followed
- Completing any administration as requested including food temperatures, wastage and cleaning schedules
- To raise any issues or customer suggestions and complaints to the Food Services Coordinator
- Performing other duties as assigned

QUALIFICATIONS:

- Experience in a food service environment
- Good customer service skills
- Good communication skills written and verbal
- The ability to demonstrate great team work

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The employee must be able to reach with hands and arms. The employee must be able to talk, hear communicate, detect, converse with, discern, convey, express oneself, and exchange information. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly exposed to airborne pathogens. The noise level in the work environment is usually moderate.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION:

Gateway Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. Gateway Center also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. Gateway Center also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state laws.