

MEDINA COUNTY COMMISSIONERS

Job Description Food Service Coordinator 2 Office for Older Adults



SUMMARY

The Food Service Coordinator 2 works under the direct supervision of the Director of the Office for Older Adults. Oversees daily operations of three (3) Medina County Nutrition sites; Provides work direction and oversight; Oversees proper food handling protocols; Assures directives and mandates of various agencies are carried out; Orders various food and non-food supplies; Oversees budgetary parameters; Develops and publishes specialty menu; Conducts staff training; Assists with special events and other promotions

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Oversees daily operations of three (3) Medina County Nutrition sites: Brunswick, Medina and Wadsworth in the ordering, preparation and assemblage of congregate and home delivered meals. Provides work direction and oversight involving food service aides, maintenance and kitchen volunteers. Oversees proper food handling, packaging, rethermalizing, and serving and sanitation protocols. Assures directives and mandates of the Western Reserve Agency on Aging (WRAAA), Ohio Department of Aging (ODA), Medina County Office for Older Adults (MCOOA) and the Medina County Health District are carried out. **Time spent: 60%**
- II. Interacts with a multitude of vendors in ordering various food and non-food supplies. Tracks inventory in accordance with grant funding requirements and those of the WRAAA. Oversees expenditures to assure they are within appropriate budgetary parameters. Develops and publishes the specialty menu for the "Wednesday – Friday" lunch service at the Medina site. Annually interfaces with the Medina County Health Department to assure compliance with State regulations. Interacts with clients promoting good will and working toward resolving issues that may arise. **Time spent: 25%**
- III. Conducts new employee orientation. Facilitates staff training for purposes of compliance, hygiene, sanitation, and mandated regulations. Performs annual employee evaluations. Provides guidance and direction in relation to policies and procedures of Medina County and MCOOA. Issues warnings and implements disciplinary action as necessary. Interviews and makes hiring recommendations. Demonstrates knowledge and understanding of all State, County and Departmental policies and procedures and ability to reference them from appropriate books and manuals. **Time spent: 10%**
- IV. Assists with special events and other promotions of MCOOA. Attends required in-service programs and staff meetings. Participates in continuing education activities. Performs other duties as assigned. **Time spent: 5%**

MINIMUM CLASS REQUIREMENTS

- 1) High School education.
- 2) Holds a ServSafe Certification course pursuant to OAC 3701-21-25 (food service safety, protocol, sanitation, equipment, procedures, polices, regulations).
- 3) 1-3 years experience in dealing with supervision in food preparation/serving environment
- 4) Valid Ohio Driver's License and clean driving record.

Class #:	_____	Class Title:	_____	Position Control #:	_____	State Agency	_____	County Agency	_____
Agency:	_____	Division/Institution:	_____	Unit/Office:	_____	Normal Wrkg Hrs :	Fr	to	_____
County of Employment:	_____	Working Title of Position:	_____	Pos # & Title of Supervisor:	_____				

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

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

- Ability to travel independently throughout the county.
- Ability to effectively present information and respond to questions from clients.
- Must be able to relate and work well with the elderly population.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Maintain automobile insurance coverage and have access to an automobile.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Will be required to drive to three (3) nutritional sites in order to oversee staff and operations.
- Exposed to equipment generating heat and cold.

MAJOR WORKER CHARACTERISTICS

- Knowledge of supervision.
- Knowledge of staff training and development.
- Knowledge of food preparation, service, preparation, equipment, sanitation and safety.
- Ability to use whole numbers, understand systems a procedures.
- Ability to establish positive client relations.
- Demonstrates knowledge of food purchasing, record keeping and cost control.

Approvals:

Employee: _____

Date: _____

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____