

Food Service Catering Coordinator



Report to: Director of Food Service
Salary Schedule: A
FLSA Status: Hourly

Bargaining Unit: FS Employees WCCCE
EEO Class: 7
Revised Date: April 2011

SUMMARY:

Prepares high quality, tasty, nutritious meals, for students and staff for off and on-premise catering services and assists with regular daily breakfast and lunch services. Responsible for ordering and record maintenance of all Wenatchee School District catering meals. Works with a variety of hours and schedules, including evenings, weekends, holidays and summer hours. Must maintain an attitude of flexibility in order to meet the requirements of providing high quality catering services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares hot and cold food items following standardized recipes.
- Properly prepares, packages, delivers, sets up, serves and breaks down food for "On and Off-Site" catering services.
- Washes service wares and kitchen utensils.
- Receives and transfers food and supply deliveries to storage areas.
- Maintains catering supplies and food inventory.
- Cleans the production areas as necessary.
- Maintains an attitude of flexibility when dealing with teammates to resolve problems with students, staff or production.
- Communicates with teammates respectfully and courteously.
- Recognizes and reports all necessary facilities maintenance promptly.
- Suggests improvements to operating format.
- Assists in food ordering by notifying kitchen manager of low product levels and needs unique to catering.
- Fills in where needed to insure efficient operations.
- Must adhere to all sanitation regulations especially those related to proper cooling, reheating and packaging of food for transportation.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have basic knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

PHYSICAL DEMANDS AND 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.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use fingers for manual dexterity, handle, or feel; reach with hands and arms; push and pull, and talk or hear and smell. The employee is frequently required to stoop, kneel or crouch. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 25 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

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 vibration. The employee is frequently exposed to fumes or airborne particles, wet and/or humid conditions; and outside weather conditions year round. The noise level in the work environment is usually moderate.

EDUCATION AND QUALIFICATIONS:

- High school graduate or equivalent.
- Five years experience in quantity food preparation or catering.
- Must hold/obtain a valid/current food handler's permit.
- Must possess a current Washington State driver's License and evidence of a safe driving record.
- Ability to relate well to students, staff and district patrons.
- Attendance and punctuality are important functions of this position.
- Must maintain a high standard of personal hygiene.

09/25/02