

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **FOOD COORDINATOR**

JOB SUMMARY: An employee hired to prepare meals and supervise students learning food preparation in an instructional kitchen. This employee is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Food Safe Certificate
4. Minimum of two years' experience in institutional and/or commercial food preparation.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality.
3. Solve problems related to the position.
4. Be self directed, flexible and work independently.
5. Work with disagreeable conditions from time to time.
6. Be a role model for students.
7. Safely operate standard kitchen tools and appliances.
8. Work under pressure and meet deadlines.
9. Develop work methods to handle assigned tasks.
10. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Supervise students in assigned learning situations and food preparation assignments.
2. Instruction of students in proper food preparation, cooking and baking methods, procedures and techniques, safety habits, hygiene and sanitation standards.
3. Prepare recipes and menus for students and submit to Health Unit for approval.
4. Purchase and pick up food and supplies and maintain inventory levels.
5. Operate and maintain standard kitchen tools and appliances such as stoves, steamers, dishwashers, fridges, freezers, food processors, and microwaves.
6. Supervise and ensure proper sanitation condition of kitchen.
7. Maintain program budget and submit regular budget reports.
8. Perform other job related duties.