



Position: Food Service Coordinator
Division/Department: Operations
Reporting Relationships: TBD
Normal Work Schedule: TBD

Minimum Qualifications:

- Two years of supervisory experience preferred.
- Must have a proven track record of effective problem-solving skills.
- Must have strong interest in offender rehabilitation.
- Must be comfortable with various windows based software applications.
- A strong background in corrections preferred.
- Must have a valid driver's license.

Preferred Qualifications:

- Associates Degree in Criminal Justice or related field preferred.
- ServSafe Manager Certification or willingness to obtain.

SUMMARY OF JOB DUTIES AND FUNCTIONS

GENERAL FUNCTIONS

- Reports directly to the Operations Director
- Attend weekly meetings as scheduled
- Ensure all Kitchen Staff receive high quality training upon being hired and on an ongoing basis
- Follow SEPTA guidelines when working with residents including security, behavioral management, and use of effective approval and disapproval
- Suggest policy changes and revisions when needed
- Attend trainings to continue professional development.
- Maintain a valid Servsafe certificate
- Maintain the Vocational Food Service Program to include mentoring residents in the Servsafe certification.
- Order and maintain kitchen food stocks from multiple providers while negotiating the highest quality products and the lowest available cost
- Work with Licensed dietician to develop and maintain approved menus within ACA requirements and NSLP standards
- Develop and maintain a program standards binder to comply with all NSLP guidelines
- Ensure daily cleaning and temperature logs are maintained.
- Report any deficiencies to the Operations Director immediately.
- Ensure proper staffing is maintained for all shifts
- Ensure staff are following SEPTA guidelines when working with residents including security, behavioral management, and use of effective approval and disapproval
- Ensure staff and residents are following proper protocol when using and accounting for all tools and knives
- Be responsive to resident and staff concerns regarding meals served and general kitchen operation
- Will act as an Operations Supervisor when needed.

- Develop and maintain vocational programming for residents and send weekly progress reports to the Operations Director.

ADMINISTRATIVE FUNCTIONS

- Complete POR's for all kitchen purchases.
- Maintain supervisor notes on all subordinate staff.
- Ensure kitchen is prepared for all quarterly Health Department Inspections and copies of the inspections are given to the Operations Director.
- Maintain current food service license.
- Ensure department operates within monthly budget allotment
- Complete yearly evaluations on subordinates
- Coordinate with local vendors to ensure competitive pricing for all food purchases.
- Assist with orientation and training of new employees as directed.
- Will assist staff as needed.
- Must be able to understand and demonstrate the need to be flexible in an agency with a small staff.
- Will need, from time to time, to be assigned to projects and duties outside of the normal.
- Maintain all required documentation for NSLP program and DOE entitlements.

SEPTA is an Equal Opportunity Employer; applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, and national origin, disability, age or Vietnam-era status.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability as deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement list of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as required by their supervisor, subject to reasonable accommodation.

All positions serve at the pleasure of the SEPTA Facility Governing Board

By signing below, you acknowledge receipt of job description and accept your responsibility in complying with the responsibilities of the position.

Facilities Director: _____ **Date:** _____

Food Service Supervisor: _____ **Date:** _____