OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Food Service Coordinator 2

NEW AUG 0 2 1987

CODE: 42412C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from food service manager, business administrator or sales manager, coordinates all acitivites, on daily basis, in kitchen & all food service areas or in institution commissary on one assigned shift, or serves as relief worker on days off for regularly assigned food service coordinator 2 over food preparation & food service or commissary workers in food preparation & serving, cleaning & storage on one assigned shift;

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	58-78	Coordinates all activities, on daily basis, in kitchen & all food service areas or in institution commissary on one assigned shift & provides work direction & training to food preparation & food service or commissary workers, or serves as relief worker on days off for regularly assigned food service coordinator 2 over food service & food preparation or commissary workers engaged in food preparation & serving, cleaning & storage on one assigned shift.	Knowledge of (1) supervision*, (2) employee training & development*, (3) food preparation, (4) food specialties (e.g., baking, garde manger)*, (5) food service equipment, (6) food service sanitation & safety; skill in (7) use of food service equipment; ability to (8) use whole numbers, (9) understand system of procedures, (10) establish friendly atmosphere as lead worker for assigned shift.
2	22-42	Orders & receives food & related non-food supplies; maintains inventory & cost records; maintains records concerning employee time; accounts for cash received; collects information to be used regarding menu acceptance, food preferences & modified diets.	Knowledge of (11) food purchasing & specifications*, (12) record keeping & cost control*, (13) inventory control*; ability to 8, 9, (14) gather, collate & classify information concerning data, people or things.

(264)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be exposed to dangerous or hostile patients; may work rotating shift.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 600 hrs. training in food preparation (or 6 mos. exp.); 1 course in food service sanitation & safety (or 1 mo. exp.); 1 course in food service equipment (or 1 mo. exp); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM 4134

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