

DINING HALL COORDINATOR

KIND OF WORK

Responsibility for the maintenance and operation of a food service unit.

NATURE AND PURPOSE

An employee in this classification directs employees and/or residents in serving food and the cleaning of institutional dining halls. Assignments are general in nature, and work is reviewed by direct observation and by analysis of food consumption and disposal reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides lead work to other employees and residents in setting tables, serving meals, storing left overs, cleaning, and other routine work in a food service unit.

Cuts bread, slices meat, and uses other tools and equipment which would be dangerous for residents to handle.

Maintains order while residents enter, eat and leave.

Sees that adequate and attractive portions are served.

Makes reports of meals served; residents not eating; time worked by assistants; and dishes, utensils and equipment damaged.

Maintains inventory of supplies including glassware, dishes, silver, linens and cleaning materials.

Directs the washing of dishes and other cleaning duties in the kitchen and dining room.

Checks temperature, light and air, and reports unsatisfactory conditions.

Consults with dietitian or chief cook on portions to be served and left-overs to be saved.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of food service procedures and practices.

Working knowledge of the care and use of tableware.

Working knowledge of cleaning methods, materials and equipment.

Ability to:

Direct helpers in routine tasks.

Keep records and make reports.

Est.: 6/28/81
Rev.: 11/78

T.C.: 7/28/81
Former Title(s):