

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR - FOOD SERVICES

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To manage the assigned Patriot Café, Cyber Café and Catering Services areas, supervise and develop food and beverage staff and work collaboratively with faculty and staff from Conference Services.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate's degree in culinary arts or related hospitality field preferred. Must have current Florida Certified Professional Food Manager certification.
2. Years of Experience in field: Minimum of four years' work experience in the field required with at least three years' as a manager required.
3. Special skills or abilities related to position: Demonstrate ability to purchase and prepare food. Attention to detail and accuracy in cost controls and accounting. Ability to develop and create menus. Be committed to operating an effective food service program. Ability to coordinate sales and catering. Lead and develop staff. A current Florida driver's license is required.

### ESSENTIAL JOB FUNCTIONS:

1. Coordinate daily meals for the students, faculty and staff in the Patriot Café, Cyber Café and other Ocala campus venues.

ESSENTIAL JOB FUNCTIONS: (Continued)

2. Purchase food supplies for the daily food operation.
3. Maintain industry accepted operational standards and health inspections.
4. Utilize accepted industry cost accounting practices in ordering, inventory and maintenance of food and supplies for the Patriot Café, Cyber Café and Catering Services areas.
5. Demonstrate understanding and applied experience in Microsoft Office Suite.
6. Monitor the safety and sanitation of the kitchen/cafeteria.
7. Maintain effective communications among faculty, staff and students.
8. Track computerized budget, accounting and inventory information.
9. Learn and maintain POS systems with necessary updates.
10. Coordinate catering for on and off campus events with Conference Services staff.
11. Assist with menu planning, sales and catering of Patriot Café, Cyber Café, and Conference Services food and beverage activities.
12. Be able to work a flexible schedule to include some evenings and weekends.
13. Work collaboratively with the manager of Conference and Food Services to look at potential growth areas.
14. Perform other duties and projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in a food service environment.
- Work outside and inside.

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Manager of Conference and Food Services -  
Ocala