

# Sacramento Veterans Resource Center

## Job Description

**Job Title:** Food Services Coordinator

**Job Category:** Coordinator,  
Non-Exempt, Permanent

**Job Summary:** The Food Services Coordinator is responsible for the operation of SVRC's resident meal plan. Under supervision of the Dorm Manager, the Food Services Coordinator supervises kitchen helpers in the preparation of daily meals, and insures proper nutrition, maintains adequate supplies, and enforces food and kitchen safety. Typical work week will be Monday through Friday, 10:00 am – 6:00 pm, or as directed to support housing programs.

**Job Duties:**

1. Prepare and assist in serving the main evening meal for the campus residential programs, Monday through Friday evenings, or as otherwise directed.
2. Ensure accommodation of clients' special dietary requirements, such as diabetes or allergies.
3. Develop and monitor a monthly budget that maximizes use of donated foods, emphasizes best seasonal values, ensures high nutrition, and has a reasonable balance of from-scratch and convenience items.
4. Supervise assigned work team of kitchen helpers in preparing, displaying, and serving of meals, to include clean up.
5. Conduct weekly food ordering and shopping.
6. Prepare ahead of time and safely store meals to be served during off duty times, with written instructions on how to prepare and serve the entrée and any directions for additional salads and/or other accompaniments
7. Enforce efficient menu planning that utilizes available food-stuffs and implements, and reasonable portion controls to ensure a balanced, healthy, and nutritious diet.
8. Promptly notify the Facility Worker of any facility or equipment repair needs or required upgrades and assist when necessary.
9. Develop written guidelines to ensure safe and hygienic food handling, and safe food preparation procedures and cooking, and proper sanitization and storage of serving equipment.
10. Provide training to kitchen helpers and supervisors on safe and efficient food preparation, and required safety procedures.
11. Ensure seasonings, basic sandwich materials, and other required materials are available for all meals, including those prepared during off-duty times.
12. Prepare and assist in serving special event meals, as directed.
13. Perform other related duties as directed.

**Required Job Skills:**

1. Able to cook and prepare timely meals for large groups (50-60 people) in a multi-sitting meal environment.

2. Knowledge of all applicable food safety and sanitation laws and practices,
3. Knowledge of nutritional requirements (including accommodations for special needs clients), and how to implement portion controls.
4. Able to maintain a cooperative working relationship with residents and staff.
5. Able to prepare orders and maintain proper inventory of food stocks and kitchen supplies.
6. Able to follow monthly food budgets, track expenses, and innovatively meet food service needs while staying within the budget.

**Qualifications:** Any combination of experience or formal training in large scale food services, including menu planning, food preparation and supplies ordering that would equate to 2 years of experience. A current Serve-Safe certification must be obtained within 30 days of employment. Current valid CA driver's license, DMV printout, and proof of insurance required in order to drive the company vehicle to occasionally transport clients and pick up donations. Formal training highly desirable. Veterans Preference.

**Offering:**

Full-time, non-exempt position. Comprehensive benefits. Annual salary range: \$25,000 - \$30,000.