

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** MEALS COORDINATOR

General Functions:

Coordinates the operation of the nutrition program at the Adult Community Center. Oversees preparation and service of foods, including on-site meals. Maintains high standards of kitchen sanitation and safety. Handles ordering of foods and kitchen supplies according to operating budget. Oversees the maintenance of the Adult Community Center's kitchen equipment.

Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.)*

- 1) Contribute to a positive work environment.
- 2) Requires the ability to work in a team environment and work under own initiative with the Recreation Coordinator overseeing work projects.
- 3) Organizational skills must include the ability to complete required reports accurately and in a timely manner.
- 4) Responsible for notifying the Recreation Coordinator at the Adult Community Center of any equipment concerns/problems.
- 5) Requires experience in menu planning to meet nutritional needs of seniors.
- 6) Knowledge of stoves, ovens and other general kitchen equipment.
- 7) Responsible for weekly ordering and picking up of food and supplies working within the annual operating budget and food cost analysis.
- 8) Responsible for preparing and service of congregate meals for Adult Community Center participants.
- 9) Trains and oversees activity of volunteers including the scheduling of adequate level of volunteers needed to provide for the excellent operation of the nutrition program.

10) May assist with recruitment of volunteers for kitchen area service.

11) Must provide a welcoming atmosphere for all participants and volunteers.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

1. Job Preparation:

2. Requires High School graduation or equivalent GED and two years experience in food service. Must have a current Food Handlers card. Experience working with seniors and with volunteers, a plus.

3. Supervision:

Received: Receives general direction from the Recreation Coordinator.

Exercised: Supervision is not a normal function of this position. Oversees the volunteers performing food service tasks.

4. Communication:

Contacts made with other City departments include contact with the Parks and Recreation Department providing updates regarding the food service program. Is responsible for informing the Recreation Coordinator of any work place issues.

Must have skill in dealing with the public using tact, good judgment and courtesy. Requires good oral and written communication skills.

May be entrusted with sensitive, personal information.

5. Cognitive Functions:

Requires a valid driver's license.

Tasks and responsibilities are performed primarily in the kitchen at the West Linn Adult Community Center. Work is governed by regulations related to the food service industry.

6. Working Conditions:

Work is performed primarily indoors. Requires lifting of boxes up to 25 pounds. May encounter contentious, irritable citizens.

7. Resource Accountability:

Required to make food and food materials purchases within allocated budget.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*