

Job Description: Food Service Coordinator

The Food Service Coordinator will report to First Baptist Summer Enrichment Camp Director.

Job Overview:

The Food Service Coordinator is responsible for maintain the kitchen in a clean and orderly fashion, nutritional analysis of meals, menu planning, food preparation, cooking, serving meals, and preparing snacks for the children enrolled in the summer program.

Responsibilities and Duties:

- Plans menu
- Prepares breakfast, lunch, and snacks
- Maintains inventory and purchases required food and supplies
- Serves food
- Cleans up areas and equipment used
- Other duties as assigned

Qualifications:

- Proven work experience
- Knowledge of equipment and procedures involved in institutional cooking
- Knowledge of nutrition and dietary issues
- Knowledge of applicable rules and regulations regarding food preparation and/or nutrition
- Knowledge and skills in the application of safety and sanitary requirements of a food service operation
- Ability to plan nutritionally sound meals within a budget
- Ability to lift and carry boxes
- Ability to communicate effectively with others, especially children

Applicant

Date

Director

Date