



409 Ayers Street  
Memphis, TN 38105  
901.467.0122

## **FOOD SERVICES COORDINATOR**

**HOURS:** Full-time, 40 hours per week, Flexible to meet program goals. Will include some evenings and weekends.

**SUPERVISOR:** Executive Director

**Job Summary:** Oversee all aspects of meal preparation, customer service, and sanitation in a Room in the Inn-Memphis kitchen and dining room. Major responsibilities include the supervision, scheduling and training of team members; overseeing meal set-up, gracious service, and meal breakdown; maintaining facility cleanliness and sanitation; coordination of equipment maintenance and operation; maintaining food and labor cost controls; and assistance with the overall management of the food services. Prioritize tasks and duties in order to achieve the organization goals. Interact in a positive manner with team members and guests in the dining environment. Other responsibilities as assigned by the director.

### **DUTIES AND RESPONSIBILITIES:**

- Demonstrated skill in providing sound leadership and direction to a team in food service operation.
- Culinary knowledge of food inventory, recipes, menus and production methods.
- Demonstrated ability to control costs in a food service operation, including food, labor, and supply costs.
- Demonstrated ability to hire, train, supervise, schedule, and evaluate employees in food service team.
- Ability to organize, delegate and monitor work assignments of others to ensure tasks are completed in an accurate, thorough and timely manner.
- Working knowledge of safety and sanitation rules and procedures for food service facilities.
- Knowledge of inspection process and requirements for Health Department certifications.
- Demonstrated ability to lead team members to provide outstanding customer service to guests.
- Demonstrated skill to utilize software to prepare written reports and spreadsheets.
- Demonstrated skill to lead group meetings effectively.
- Demonstrated skill to prepare and conduct group training sessions on customer service, food safety and sanitation, and other related topics.
- Ability to work weekends, swing shifts and overtime to complete job duties.
- Skill in working in organizing and monitoring assignments to complete work in a timely manner when there are interruptions, changing priorities, changes in workload, deadlines, and competing requirements.

### **Physical Requirements:**

The requirements described here are representative of what must be done to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job function.

- Regularly required to sit, walk, stand, bend, and stoop to access information and materials in file cabinets shelves and closets
- Normal range of hearing and vision is required in this position with or without correction
- Must be able to work with background distractions
- Frequently requires use of equipment such as telephone, copiers, computers and fax machine
- Ability to walk up stairs
- Personal Characteristics:
- Demonstrated ability to work effectively and collaboratively with a culturally diverse population of guests, other care providers, family and community members
- Ability to work collaboratively as a member of a team
- Ability to work as an effective advocate for guests
- Ability to work well with children
- Organized and detail oriented
- Ability to function under pressure
- Ability to be flexible, open and responsive to crisis management

**EDUCATION AND EXPERIENCE REQUIRED:**

- High School diploma or equivalent
- Minimum 5 years of experience with residential food services programs

This job description is not meant to be a complete listing of professional duties or responsibilities.

Executive Director reserves the right to amend any job description and/or procedures. Every effort will be made to notify employees of changes within a reasonable amount of time.

My signature below indicates that I have read and understand what is required of my position.

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Employee Acknowledgment of Receipt	Date
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Immediate Supervisor	Date

Room in the Inn-Memphis is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability or veteran status or any other consideration made unlawful by federal, state or local laws.