



**BOYS & GIRLS CLUBS**  
OF THE ROGUE VALLEY

Administration Office:  
203 SE 9<sup>th</sup> Street • Grants Pass, OR 97526  
**Grants Pass • Illinois Valley • Talent**  
(541) 479-5258 • www.begreat4kids.com

## Job Description: FOOD SERVICE COORDINATOR

**Supervisor:** Director of Operations

**Position Status:** Full-time with Benefits

**Salary:** \$35,600-\$38,000

**GENERAL FUNCTION:** Under the direction of the Director of Operations, the Food Service Coordinator will plan, organize and supervise the dinner program, Kitchen Assistant and other assigned duties.

**BASIC REQUIREMENTS:** The Food Service Coordinator will have the ability to plan and organize the afterschool and summer meal program. The Coordinator will have the ability to supervise children between the ages of 6 to 18 years of age; and have good oral and written communication skills. A professional appearance and an enthusiastic personality are desired. Coordinator must have or have the ability to get and maintain a food handler permit.

### Environmental Conditions

Office/recreation facility environment; work closely with others. Must be able to work in a noisy environment for up to 8 hours.

### Physical Conditions

Frequent walking, sitting, standing for long periods of time. The ability to lift/carry up to 50 pounds, stoop and crouch, reach for and handle items.

### JOB SEGMENTS AND STANDARDS

#### 1. PROGRAM PLANNING:

- Work schedule for JR members planned each day/week.
- Create monthly menu calendar that meets USDA guidelines.
- Schedule monthly detail cleaning.
- Follow a monthly budget to meet supply needs.
- Work closely with the School District.
- Meals are served on time.
- Must be flexible with hours for occasional evening events and special events.

#### 2. PROGRAM IMPLEMENTATION:

- Members greeted by first name as they enter food service area.
- Members are encouraged to use table manners.
- Make weekly food and supply orders.
- Log daily service numbers.
- Follow all health code laws.

#### 3. PROGRAM CLIMATE:

- Kitchen area is always neat and clean.
- Kitchen area is cleaned at the end of each day with tables and chairs set up for following day.

- Kitchen area is stocked with needed supplies. A list of needs is provided to the Operations Director and a plan is developed to meet those needs.
- All supplies are organized and put away at the end of each day.

#### **4. YOUTH GUIDANCE:**

- Utilize the Boys & Girls Clubs 5 key elements
- Be a positive role model for members.
- Develop a positive relationship with members, parents, volunteers, guests and teachers.
- Know and follow Club rules, policies, and procedures. State these rules to members in positive terms.
- Unacceptable behavior is dealt with utilizing techniques that help members to accept personal responsibility for their behavior.
- Unacceptable behavior is dealt with in a manner that maintains and enhances a member's self-esteem.
- Members are continually encouraged to participate and succeed.

#### **5. ADMINISTRATIVE SUPPORT:**

- Supplies are requisitioned using a purchase order or check request signed in advance by the Operations Director. Purchase order must be completed with all pertinent information.
- Time-sheet is correct, neat, signed, and completed on time. (1<sup>st</sup> and 16<sup>th</sup> of each month)
- Attend weekly staff meetings as scheduled.

#### **6. PROGRAM MARKETING/PROMOTION:**

- Timely signs and posters are attractively displayed in Club.
- Monthly calendar is completed and available at front counter.

#### **About the Boys & Girls Clubs of the Rogue Valley:**

Boys & Girls Clubs of the Rogue Valley provides a positive, fun and safe place for our community's at-risk youth. We work daily to inspire our Club members to BE GREAT!

At the Boys & Girls Clubs of the Rogue Valley, we have three simple rules: Respect Yourself. Respect Others. Respect the Club. If you can follow these rules and are passionate about our mission, please email us your resume - we'd love to hear from you!

#### **COVID-19 considerations:**

During COVID-19, Boys & Girls Clubs of the Rogue Valley follows the state regulations for youth programs, including wellness checks upon check-in, mandatory vaccination, masks, and small, stable group cohorts.

*The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of this position. I understand that nothing in this Position Description changes the terms of my employment and that I am employed at-will. I also understand that being an at-will employee means that I have the right to end my employment at any time, with or without cause or notice, and that the Club has that same right.*