NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Food Service Coordinator 1	CODE: 42411C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from food service manager, serves as lead worker (e.g., provides work direction, training of others) over food service workers & any other assigned employees in food preparation & serving, cleaning food service area & cashiering in one designated food service area on one assigned shift; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	46-66	Serves as lead worker (e.g., provides work direction, training of others) over food service workers & any other assigned personnel (e.g., delivery workers) engaged in food preparation & serving, cleaning & cashiering in one designated food service area on one assigned shift.	Knowledge of (1) supervision*, (2) employee training & development*, (3) food service sanitation & safety, (4) food service equipment, (5) food preparation, (6) food specialities (e.g., baking, garde manger techniques)*; skill in (7) use of food service equipment; ability to (8) use whole numbers, (9) understand system of procedures, (10) establish friendly atmosphere as lead worker.
2	21-41	Assists in preparing & serving food &/or checks ward areas & dining rooms during meal service for correct delivery of trays, temperature of food & cleanliness; assists in cleaning food service area.	Knowledge of 1*, 3, 4, 5, 6*; skill in 7; ability to 8, 9, (11) lift 25 to 40 pounds.
3	3-23	Orders & receives food & related non-food supplies; maintains necessary records regarding inventory, employee time &/or cash received.	Knowledge of (12) food purchasing & specification*, (13) inventory control*; ability to 8, 9, (14) gather, collate & classify information about data, people or things.

(263)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be exposed to dangerous or hostile patients; .

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 3 courses in food preparation (or 3 mos. exp.); 1 course in food service equipment (or 1 mo. exp.); 1 course in food service sanitation & safety (or 1 mo. exp.); or equivalent.