



Food Service Coordinator

The Food Service Coordinator is responsible for the onsite daily operation of the kitchen and dining room at the Maple Heights Senior Center. As part of the Human Services team, the Coordinator is responsible for ensuring the correct preparation, portioning, and distribution of food according to established health and safety guidelines; coordinating the receipt, preparation, serving, and clean-up of meals, inventory and supplies; coordinating the activity of kitchen staff and volunteers; and operating, maintaining, and cleaning equipment and service areas. The Coordinator also participates in City events and activities. Typical full-time hours are Monday-Friday, 7:30 AM to 4:00 PM, with ½ hour unpaid meal break.

Detailed responsibilities include:

- Receiving, storing, heating, portioning, and serving food supplied by the Western Reserve Area Agency on Aging (WRAAA) and other providers;
- Ensuring compliance with directives and regulations of the WRAAA and grants;
- Ensuring appropriate accounting and recordkeeping for the quality and quantity of the food, the participants receiving the food, as well as supplies;
- Ensuring proper food handling and food safety, including:
 - Verifying the delivery temperature of forty-one degrees Fahrenheit (F) or less of all potentially hazardous food
 - Temperature control of all food items (refrigeration, heating and packaging)
 - Heating potentially hazardous foods to a minimum temperature of 165 degrees F for fifteen seconds.
 - Heat all other food to a minimum temperature of 140 degrees F.
 - Keeping hot food at 140 degrees F or above on the steam table (hot cart)
- Preparing meals for homebound delivery; coordinating delivery with volunteers and staff.
- Serving meals in the dining room to qualified participants in a safe, friendly, and efficient manner, according to protocols and guidelines:
 - Those with a confirmed reservation are served first.
 - Extra food is then served as meal to stand-by participants.
 - A second complete meal can only be served after each eligible participant has been served a complete meal.
 - Any remaining food must be disposed of in the garbage (see policy 521.00 Leftover Food).
 - No food may be served in containers to take home.
- Cleaning and organizing work areas, equipment, utensils, dining area, and service station.
- Maintaining acceptable standards of sanitation in the kitchen equipment and area, including cleaning the floor, table, countertops, oven(s), steam table, refrigerator, freezer, and insulated food carriers.
- Monitoring other staff and volunteers who work in the kitchen and dining room.
- Participate in and support City activities, initiatives, projects and events.
- Other duties as assigned.

Hourly pay rate and benefits: \$12.00 - \$17.05, commensurate with experience. Full benefits package including health care, vision, dental, and life insurance; participation in the OPERS pension; paid sick time, holidays, and vacation, in accordance with City policies.

Qualified candidates should possess:

- Proven work experience as a Food Service Worker or in a similar role
- Excellent customer service and communication skills, both verbal and written
- Basic mathematical and recordkeeping skills
- Proficient understanding of food safety, sanitation, food preparation
- A high school diploma or equivalent is preferred
- Successful completion of drug screen and background check

Applications are available at www.CityMapleHeights.com and at City Hall - 5353 Lee Road, Maple Heights, OH 44137. Please submit completed applications to City Hall, or email to HR@MapleHeightsOhio.com. EOE, drug/smoke free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY