

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Food Services	<b>Job Code:</b>	42441
<b>Job Function:</b>	Staff	<b>Grade:</b>	112
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	1/1/04;7/1/99

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**Job Summary:**

Provide nutritional meals for the Child Development Center. Plan, organize and prepare breakfast, lunch and snacks for the Center while complying with the governing sanitation policies and procedures.

**Essential Functions:**

70% Prepare all food items served at the Center.

10% Evaluate the number of students and properly measure food amounts, determine food costs and anticipate daily preparation time.

10% Maintain food inventory and order food and supplies for Center.

10% Monitor hazardous or unsanitary conditions and take the necessary steps to ensure safe food preparation.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

Serve Safe Sanitation Certificate.

**Experience:**

Requires a minimum of 6 months experience in cooking and food preparation. Ability to maintain a sanitary environment required. Basic math abilities and knowledge of proper food sanitation procedures required. Customer service skills and knowledge of inventory and ordering required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.