

# eliminating racism empowering women

## ywca job description

YWCA of Kalamazoo T: 269-345-5595  
Michigan F: 269-345-8230  
353 E. Michigan Ave. hr@ywcakalamazoo.org  
Kalamazoo, MI 49007 www.ywcakalamazoo.org

**Last Revised On:** February 18, 2013

**POSITION:** Food Service Coordinator - YW-CC

**JOB CODE:** FSC

**FUNCTION:** To maintain a quality food program by meeting the nutritional needs and licensing and accreditation requirements of the children served by the YWCA Children's Center.

### QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. One year experience in food service required; family-style meal service and quantity cooking experience required.
3. Must have reliable transportation and valid driver's license.
4. Ability to meet requirements of Bureau of Regulatory Services licensing.
5. Satisfactory response to criminal and child abuse and neglect history checks.
6. Demonstrated ability to work with people of diverse backgrounds.

### PHYSICAL/MENTAL REQUIREMENTS:

1. A signed physicians statement indicating the physical capability of the staff member to perform the duties required, according to Bureau of Regulatory Services licensing guidelines.
2. Proof of freedom from communicable tuberculosis according to Bureau of Regulatory Services licensing requirements.
3. Must be able to safely lift 60 pounds.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### RESPONSIBILITIES:

1. Maintain food service delivery in compliance with the Michigan Child Care Food Program.
2. Prepare nutritious meals meeting the guidelines and requirements of the Michigan Child Care Food Program.
3. Maintain clean kitchen preparation and storage areas in compliance with day care regulations, environmental health regulations and Health Department regulations.
4. Cook food, including advance preparation. Prepare meals and catering events according to planned menus.
5. Arrange or prepare table settings, condiments and serving set ups.
6. Pick up and/or coordinate food order and/or delivery.
7. Clear and wash dishes; store or dispose of remaining food.
8. Supervise the delivery of such food products and supplies and store them properly.
9. Maintain accurate inventory of food and supplies and report needs to Supervisor.
10. Purchase food and supplies as directed keeping accurate records.
11. Comply with applicable local, state and federal licensing requirements/certification and/or regulations.
12. Comply with Association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
13. Safeguard confidential information gained as a result of position.
14. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.

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15. Work cooperatively with program participants, YWCA staff and volunteers.
16. Perform other duties as assigned.

### TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Part-time; flexible as a response to Association needs.

STARTING WAGE RANGE: \$8.51 – 9.36 per hour.

FLSA STATUS: Non-Exempt

DEPARTMENT: CC

SUPERVISED BY: Program Director – YW Children's Center