



University System of Maryland Job Class Specification

TITLE: DINING SERVICE COORDINATOR
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: Q-351012

JOB CODE: N09DNU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: FOO

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under general supervision, assists in the planning and coordination of one or more components of Dining Service operations and functions as a supervisor in absence of a specialist or entry level manager. Performs activities pertaining to food preparation and presentation, merchandising, calculation of food and labor costs, scheduling and employee relations as well as maintenance of safety and sanitary conditions. Supervises Cooks and Food Service Aides.

PRIMARY DUTIES

1. Oversees and coordinates food service; determines work priorities; plan schedules; assigns and reviews work.
2. Requisitions supplies from storeroom and maintains records.
3. Determines food quantities and quality; prepares estimates of time, labor and material on assigned tasks.
4. Assumes responsibility for opening building; cash handling to include safe access, securing building or snack bar at end of shift and securing money were assigned.
5. Provides guidance and training to subordinate personnel.
6. Protects equipment, utensils, food and other inventory from contamination, spoilage, and pilferage assuring adherence to quality standards as provided by the department as well as the health department.
7. Performs the duties of a cook or specialist, if needed.
8. Attends meetings, in-service training, and classes relevant to work in assigned area.

Note: The intent of this list of primary duties is to provide a

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representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Four years experience in commercial or institutional food preparation or food service.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge and understanding of the principles and methods used in large scale food preparation and service. Thorough knowledge of and skill in applying the procedures and standards of quality and quantity food selection, food preservation, meal service and portion control. General knowledge of principles and practices of sanitation and safety in cooking and food service areas. Ability to interpret menus, follow recipes, and operate assigned equipment; to oversee and coordinate the cleaning of kitchen and dining areas; to supervise and instruct cooks and other food service personnel; to communicate effectively; to lift, transport and stock food service supplies and materials; to work in irritating environments and adverse temperature conditions.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Safe Handling and Sanitation Certification may be required.