

# Job Description: Dining Coordinator

# San Fernando Valley Interfaith Council

**Reports to:** Nutrition Coordinator  
**Department:** Nutrition  
**Revised:** March 23, 2014  
**FLSA Status:** Non-Exempt

## Summary:

The Dining Coordinator performs essential duties and assists the Nutrition Coordinator in execution of all dining room activities and programs in an efficient, productive, and organized manner.

Responsible for preparation and assorted tasks associated with the Coffee and Pastry Program, Hot Lunch Program, Bingo games, Raffle, and other activities and programs to benefit the Company's senior citizen and disabled clientele, while adhering to the requests and direction of the Nutrition Coordinator.

## Essential Duties and Responsibilities:

- Assures meals are provided to the Company's senior citizen and disabled clientele who are present in a specific location, in accordance with Federal and State nutritional and safety regulations, and Company policies and procedures.
- Assures meals and snacks are appetizing and appealing and prepared according to the menus.
- Prepares Coffee and Pastries for sale as part of the Coffee and Pastry Program.
- Brings food to clients' tables, and assures they have all necessary items and utensils for consumption as part of the Hot Lunch Program.
- Runs the afternoon Bingo games and Raffles for the benefit of client entertainment and involvement.
- Prepares of the dining areas for the day's activities and lunch service.
- Cleans the dining areas following the day's activities and lunch service.
- Assists with the unloading and sorting of food delivered to the Centers to assure that all items are accounted for.
- Assures all infection and contamination control procedures are adhered to in the preparation, distribution, service and storage of food and equipment.
- Personally takes temperature of food items, in accordance with food safety regulations, prior to being served to clients.
- Assists clients in signing in so they can be accounted for.
- Generates a report outlining clients in attendance.
- Organizes, plans, promotes and decorates for special event parties.
- Obtains refreshments for special event parties, either through donations or purchases.
- Input new client information into the Client Tracking System.
- Tracks, collects, and documents donations collected through the various programs.
- May perform other duties as assigned or requested.

## Non-Essential Duties:

- Participates, and encourages participation by others, in company outreach and marketing, educating the senior community about the availability and benefits of the services provided by the company.
- Attends weekly staff meeting with Nutrition Coordinator to discuss program issues and

# Job Description: Dining Coordinator

# San Fernando Valley Interfaith Council

problems, and to review company policies.

- Helps locate potential new donation centers, companies, to donate goods to the Company.
- Comply with expectations as demonstrated in the employee handbook.
- Demonstrate ability to diffuse and respond to customer concerns to avoid escalation of the problem.

## **Job Qualifications:**

### *Experience / Knowledge:*

- AA degree or equivalent required.
- Previous non-profit organization experience preferred.
- Minimum two years working experience in a food production setting preferred.
- Food Service experience preferred.
- Excellent written and oral communication skills required.
- Positive interpersonal skills required.
- Fluency in verbal and written English required.
- Fluency in verbal and written Spanish preferred.
- Computer and typing skills are required (e.g. Excel and Word).
- Ability to learn new computer programs and software (e.g. Client Tracking Software).
- Ability to utilize kitchen and meal delivery equipment.

### *Skills / Aptitudes:*

- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do.
- **Trustworthy:** Proven, reliable, individual who can be counted on to do what they say they will do.
- **Accountability:** Readily accepts own role in the outcome of a situation whether positive or negative.
- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances.
- **Decision Making Effectiveness:** Ability to make decisions that prove to be beneficial (for the individual, teams or organizations) over time.
- **Negotiation:** Ability to confer with others to reach resolution. The ability to explore alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Detail Orientation:** Produces high quality work with few errors by being aware of and paying attention to the many pieces that make up the "Whole" of a task or project.
- **Independence:** Ability to work autonomously and produce effective and efficient results without needing abundant direction from others.
- **Prioritization:** Effectively arranges goals, tasks and projects in order of greatest importance to achieve success.
- **Managing Multiple Priorities:** The ability to rank and accomplish projects and tasks that have similar or identical due dates.
- **Teamwork and Collaboration:** Ability to work effectively with others to achieve common causes.
- **Oral Communication:** Ability to clearly convey messages, ideas and expectations through the effective use of words, body language and voice tone.
- **Motivation of Others:** Ability to inspire others to promote the philosophy, mission, vision, goals and values of San Fernando Valley Interfaith Council.

# Job Description: Dining Coordinator

# San Fernando Valley Interfaith Council

- Continuing Education: Possesses a willingness to learn and apply nutritional and healthcare principles and values in the discernment and decision making process for all nutrition services matters.
- Lead by Example: Exhibits safe, positive and productive work habits.
- Demonstrates compliance with all company policies and procedures.

## *License / Qualification:*

1. Completion and certification from Safeserv food safety program.
2. TB testing.
3. Must be able to work regular work hours and, when necessary, nights, weekends and some holidays.

## *Education:*

- AA Degree or equivalent.

## **FSLA Information:**

### *Management Activities:*

- Establishes goals for volunteers.
- Supervises volunteers in accordance with company policies and procedures.

### *Discretion / Independent Judgment:*

As the Dining Coordinator, you will be expected to work with the Nutrition Coordinator, volunteers, and other members of the Nutrition Department Staff, to ensure satisfaction. You will have to take initiative and get creative resolving challenges and involve Corporate when previous methods have been unsuccessful.

## **ADA Information:**

### *Physical Requirements:*

- Ability to access all areas of the dining areas and kitchens throughout the workday.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Occasionally required to sit in a stationary position (2-4 hours).
- Occasionally required to drive a car (0-2 hours).
- Able to tolerate frequent standing on hard and soft surfaces throughout the day (2-4 hours).
- Occasionally performs activities that require climbing or balancing (0-2 hours), bending (0-2 hours) stooping, kneeling (0-2 hours), push and pull (0-2 hours), twisting (0-2 hours), squatting (0-2 hours), crawling (0-2 hours), grasping items (0-2 hours) and reaching with hands and arms (0-2 hours) throughout the day.
- Frequently uses hands and fingers to prepare food items, operate kitchen equipment, deliver food to clients' tables, and other fine manipulation (0-2 hours).
- Frequently uses hands and fingers.
- Constantly able to communicate verbally and in written form.
- Frequently able to detect and discern both loud and soft sounds such as voices and phone calls.
- Frequently able to use all types of vision, such as close vision, distance vision, color vision, peripheral vision, and depth perception, to complete daily tasks.

Job Description:  
Dining Coordinator

**San Fernando  
Valley Interfaith  
Council**

---

- Frequently required to detect unusual odors that could indicate spoilage or environmental issues.

*Mental Demands*

- Ability to change direction as priorities shift.
- Ability to thrive in environments that require the ability to adapt to changing circumstances.
- Ability to cope with occasionally difficult or temperamental clients and staff.
- Ability to cope with mental and emotional stress related to the position, function independently, having flexibility, consistency and professionalism.

*Work Conditions:*

- Generally in an indoor setting.
- Frequently works in a kitchen setting.
- Works with and around elderly and disabled people.
- Will be using a computer occasionally.
- Will be using food preparation equipment frequently.
- Varying schedule to include evenings, holidays and extended hours as business dictates.
- While performing the duties of this job, the employee is occasionally exposed to heat/cold.

*Environmental Conditions*

- The noise level in the work environment is usually moderate, but can be exceedingly loud.
- The kitchen area can be subject to higher temperatures, due to use of cooking equipment, including stoves and ovens.

**Note:** This job description is intended to describe the general nature and work responsibilities of the position. It is not possible or desirable to commit every detailed aspect of each job to a written description. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Job descriptions alone cannot be used as an argument to refuse work assignments. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by company officials. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents and have had an opportunity to discuss with my supervisor or the hiring manager. By signing below I agree I understand what is expected of me and can comply with all requirements of this position.

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date