

Arkansas Department of Career Education
FOOD PREPARATION COORDINATOR Job Vacancy Announcement
Recruitment Period: September 13, 2016 through September 26, 2016
Position Number: 22081708 Class Code: S068C Grade: C108
Entry Level Salary: \$20,788.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an FOOD PREPARATION COORDINATOR position. The Food Preparation Coordinator is responsible for inspecting and preparing food commodities for production, conducting inventory and production control measures, and maintaining and cleaning equipment. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Food Service Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached FOOD PREPARATION COORDINATOR Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., September 26, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education

FOOD PREPARATION COORDINATOR Functional Job Description

Position Number: 22081708 Class Code: S068C Grade: C108

Position Summary

The Food Preparation Coordinator is responsible for inspecting and preparing food commodities for production, conducting inventory and production control measures, and maintaining and cleaning equipment. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a high school diploma; plus two years of experience in institutional and/or commercial food service, or related area; including one year in of supervisory experience. Requires a State Health Certificate. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Receives, inspects, stores, and records quantities of food commodities. Records quantity of food commodities received and issued to cooks. Prepares and cooks foods on a regular basis or for special guests. Negotiates with supply company representatives to determine order details, estimates supply requirements, and orders supplies to maintain inventories. Performs food preparation duties, including preparing of food commodities, calculating needed amounts of goods, ensuring accurate measurements of recipe quantities, labeling and storing leftover items, and ordering weekly supplies. Maintains equipment and area by sharpening blades, oiling machines, and cleaning floors, ovens, bakery coolers, freezers, doughnut machines, other appliances, and storage areas Oversees activities of other food preparation staff, as needed, by assigning and reviewing work and training new employees. Performs other duties as assigned.

Arkansas Department of Career Education

FOOD PREPARATION COORDINATOR Functional Job Description

Position Number: 22081708 Class Code: S068C Grade: C108

Job Duties and Responsibilities continued

The Food Preparation Supervisor is a working supervisor who is responsible for the daily operation for the dietary department of an institutional, large scale food service operation which serves 3 meals daily, 7 days a week to students who have been diagnosed with various disabilities. Job duties include making daily work assignments, evaluating and providing feedback and direction to subordinates, handling disciplinary actions and counseling through to their yearly performance evaluations. This person ensures the majority of the kitchen responsibilities are handled while ensuring the production levels are met and maintained throughout the serving times. This Food Preparation Supervisor must ensure the National School Lunch Program meal patterns and recipes are followed and that proper serving portions are given. This person provides customer service and handles situations which arise and require quick decision making. This person needs to be able to multi-task effectively and be self-motivated. This person must also be able to identify the components of a School Lunch Program approved meal and make sure the students under the age of 21 are receiving reimbursable meals. The person in this position will ensure that all State Health Department regulations are being met in regards to food preparation, food service and department cleanliness as well as ensure all agency and state emergency procedures are followed. All employees in the Dietary Department work one-on-one with disabled students to prepare them for a job in the food service industry.

They will need the ability to use a computer with WORD, EXCEL and ADOBE programs as well as a calculator, and various thermometers including refrigerator/freezer, digital and infrared and to assist in the inventory procedure monthly. This supervisor must be able to operate basic equipment from small utensils to large scale food preparation equipment such as steam kettles, steamers, dishwashers, etc.