

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROJECT COORDINATOR, Dining Services

QUALIFICATIONS

1. Associate's Degree required. Bachelor's Degree preferred.
2. Five (5) years' experience in restaurant management.
3. Experience with the procurement of restaurant equipment and commercial kitchen design and construction.
4. Valid Florida driver's license and use of personal automobile required.
5. ServSafe certification or receive certification within six (6) months of hire.

KNOWLEDGE, SKILLS, ABILITIES

1. Strong knowledge of restaurant operations and ability to translate operational needs into specifications for equipment and restaurant design (kitchen, service area, and dining room).
2. Knowledge of maintenance on commercial restaurant heating and refrigeration equipment.
3. Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
4. Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
5. Ability to establish and maintain collaborative working relationships with all stakeholders.
6. Knowledge of laws, regulations, and policies concerning USDA Child Nutrition Programs.
7. Knowledge of food safety and sanitation best practices, laws, regulations, and code.
8. Knowledge of computer applications as related to job functions.

SUPERVISION

REPORTS TO Director, Dining Services
SUPERVISES Assigned Personnel

POSITION GOAL

To provide an exceptional dining experience for guests through leadership and the support of campus restaurants' equipment and facility needs.

PERFORMANCE RESPONSIBILITIES

1. *Develop and maintain plans for the acquisition, installation, inventory, preventative maintenance, transfer, and replacement of all restaurant equipment.
2. *Develop and maintain restaurant equipment specifications and standardize campus restaurant designs for elementary, middle and high schools.
3. *Coordinate with Facilities Planning and Project Management remodel and/or new construction projects to specify appropriate restaurant equipment and design for campus restaurants (kitchen, service area, and dining room).
4. *Attend design and construction meetings for Dining Services projects.
5. *Coordinate restaurant equipment maintenance with appropriate district departments and vendors.
6. *Assist in coordinating training on equipment use and care.
7. *Assist in budgeting for equipment and remodels of campus restaurants.
8. *Direct, supervise, and evaluate assigned personnel.
9. *Serve on the district-wide emergency management team.
10. Perform other duties as assigned by the Director, Dining Services.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard office equipment, computer, and commercial restaurant equipment.

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$54,733 - \$86,168
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position 00000075
Personnel Category 14
EEO-5 Line 44
Function 7600
Job Code 1975
Survey Code 76010

FLSA

Applicable
 Not applicable
Previous Approval Dates
ADA Information Provided by Dining Services
Position Description Prepared by Chad Wilsky

BOARD APPROVED

October 30, 2018
June 21, 2011
March 9, 2010
July 24, 2007
June 8, 2004
April 9, 2002
January 26, 1999