



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

YMCA Job Description Food Service Coordinator

Job Title	Food Service Coordinator	Department	Youth Sports
Reports To	Senior Program Director	Exempt/ Non Exempt	Non-exempt
Date Prepared	9/21/17	Full Time/ Part Time	Part time- 25-28 hours a week, M-F 2-6:30pm
Updated	October 2, 2017		

Summary:

In 2011, Walmart and the Y teamed up to make a big impact. Since then, hundreds of local Ys now provide food for after school and summer programs. Last year alone, the Y served more than 13 million meals and snacks to almost 500,000 youth. Each year, the Y and Walmart continue to expand the number of children served nationwide. We've learned firsthand that year-round access to food paired with enriching activities helps undernourished children flourish.

The Peoria YMCA's food program will serve snacks and meals to hundreds of kids each year. Our philosophy is to nourish minds, bodies and spirits. With healthy food and fun activities, the Y Food Program offers a safe place where kids can try new things, make new friends and be a part of something great.

Under the direction and supervision of the Senior Program Director and in harmony with the local school district staff, the Food Service Coordinator shall be responsible for coordinating HEPA food implementation and delivery to school age sites and overall food organization in the community at East Bluff Community Center (with Boys and Girls Club of Peoria) and Proctor Center (Peoria Park District) to provide food preparation for the School Age meals. Special emphasis will be on data collection and data management and well as program delivery.

Essential Duties & Responsibilities: (write in order of importance)

- Perform excellent service to all members, staff, volunteers and guests.
- Build relationships by using names and initiating conversations with all members, staff volunteers and guests.
- Show exceptional service by being welcoming, nurturing, genuine, determined, and hopeful.
- Understand, support and commit to the YMCA cause and our role in the community as a leader in Youth Development, Healthy Living and Social Responsibility.
- Understand, follow and demonstrate the Y Competencies listed below.
- Collaboratively lead a group and speak publically.
- Lead activities around family strengthening
- Lead and teach the importance of healthy eating and physical activity.
- Responsible for the preparation, organization and inventory of food items.
- Coordinate and oversee delivery and purchasing from vendors.
- Complete appropriate paperwork including but not limited to the production records for school age meals, various storage paperwork, etc.
- Assist and oversee the sorting and distribution of school age meals.

- Coordinate and deliver school age meals.
- Conduct food program monitoring visits.
- Regular communication on procedures and processes with the site directors.
- Develop a food service manual of procedures and systems.
- Follow food safety guidelines.
- Maintain Food Handler Certification.
- Act as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Respect and Responsibility.
- Follow all policies and procedures as set forth in the Greater Peoria Family YMCA Employee.
- Perform other related duties as assigned by Senior Program Director.

Essential Knowledge, Skills & Environment:

Education, Training & Work Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Related food service experience
- Related food service course work preferred

Specialized Knowledge, Skills & Certifications

- Serv Safe training preferred
- CPR, First Aid, AED
- Mandated Reporter

Equipment & Applications

- Valid driver's license

Work Environment & Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand; walk; sit; use hands to finger; handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, twist, bend; and talk to hear.
- Regularly lift and/or move up to 50 pounds.

YMCA Competencies: Leader

Mission Advancement

Accepts and demonstrates the Y's values, demonstrates a desire to serve others and fulfill community needs, recruits volunteers and builds effective, supportive working relationships with them, supports fundraising.

Collaboration

Works effectively with people of different backgrounds, abilities, opinions, and perceptions, builds rapport and relates well to others, seeks first to understand the other person's point of view and remains calm in challenging situations, listens for understanding and meaning, speaks and writes effectively, takes initiative to assist in developing others.

Operational Effectiveness

Makes sound judgments, and transfers learning from one situation to another, embraces new approaches and discovers ideas to create a better member experience, establishes goals, clarifies tasks, plans work, and actively participates in meetings, follows budgeting policies and procedures, and reports all financial irregularities immediately, strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth

Pursues self-development that enhances job performance, demonstrates an openness to change, and seeks opportunities in the change process, accurately assesses personal feelings, strengths, and limitations and how they impact relationships, has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

The above statements describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties, and additional responsibilities may be assigned, and required by management.

We understand and mutually accept the above description to the job to be performed for the YMCA.

Employee Name (please print)

Employee Signature

Date

Supervisor Signature

Date