

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **KITCHEN COORDINATOR**

Spec No. 4037

### **BASIC FUNCTION**

To plan, coordinate and supervise the purchase and preparation of all food in the Snohomish County Juvenile Detention facility. Work involves planning, directing, coordinating, and evaluating all the work of kitchen personnel.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, schedules, supervises and evaluates the work of subordinate staff; participates in the selection, discipline and termination of subordinate employees; supervises and coordinates the training of new employees, volunteers and other participants from related agencies.
2. Assists in the development and implementation of Kitchen policies and procedures; reviews, analyzes and recommends improvements to operational policies and procedures; ensures all subordinate employees are performing within policies/procedures and applicable laws; evaluates and conducts disciplinary actions including oral and written reprimands based on incongruent work related behaviors; refers and recommends up to and including suspension or termination.
3. Develops procedures and guidelines, assists in menu preparation and purchasing of food following established guidelines by Snohomish County and the Superintendent of Public Instruction; determines quantities of food needed to meet requirements; orders food, supplies, and kitchen equipment; maintains kitchen schedules and staffing levels; directs operational efficiencies and resolves problems associated with the kitchen; oversees the development of forms for maintaining necessary records; prepares required reports.
4. Develops and maintains food handling, quality control, sanitation and poison control standards; checks all incoming and prepared food for required quality; monitors the updating of food handler cards for kitchen personnel; trains staff in proper procedures for preparing and handling food; responsible for fire safety standards.
5. Responsible for assisting in the meal preparation which may include special meals; maintains special meal index and verifies non-medical dietary requests; develops forms, procedure for maintaining necessary records; prepares required reports.
6. Responsible for the coordination of multi-agency services affecting Juvenile Court Services.
7. Operates necessary equipment, vehicles, and machinery necessary for the delivery and serving of food.
8. Serves as a member of the divisional management team; participates in the management/departmental meeting; participates in the preparation of divisional goals and objectives.

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### STATEMENT OF OTHER JOB DUTIES

9. Assures all duties of subordinate employees are appropriately assigned and may perform duties of subordinate staff as necessary.
10. Perform related duties as required.

### MINIMUM QUALIFICATIONS

Three (3) years of experience in institutional or commercial cooking; AND, six (6) months supervisory responsibilities; OR, any equivalent combination of training and experience which provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

Successfully pass a post-offer physical examination.

Ability to acquire a First Aid Certificate within six (6) months of employment.

Valid Washington State Driver's license and provide proof of insurance.

Valid Washington State Food Handler's License.

Ability to lift up to fifty (50) pounds.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- practices, methods and procedures utilized in large scale food preparation
- nutrition and food values
- personal hygiene, food handling, sanitation and safety precautions
- use and care of kitchen equipment and utensils
- principles and practices of food services management
- food and nutrition as it applies to daily institutional meal preparation
- principles and practices of special diet preparation
- establish, interpret and enforce policies and procedures of juvenile court services

Ability to:

- develop, prepare and maintain complex record and inventory systems
- maintain, within broad guidelines, an overview of complex processes involving many steps and the ability to obtain all information needed for task completion

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### KNOWLEDGE AND ABILITIES (Continued)

- prepare and cook institutional food in accordance with state daily standard
- estimate and adjust quantities of ingredients in large-scale recipes
- establish work methods and instruct others in cooking and kitchen work
- communicate effectively both orally and in writing
- motivate individuals for adequate performance of required duties
- identify and resolve problems within assigned scope of authority
- use computer and various associated hardware/software
- effectively relate to individuals from a variety of social, economic, ethnic and racial backgrounds
- work with minimum supervision

### SUPERVISION

The employee reports to the Juvenile Court Operations Programs Manager. The employee supervises the work of subordinate, paraprofessional and support program staff.

### WORKING CONDITIONS

The work is performed within the Snohomish County Detention facility.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1987 as Kitchen Coordinator Spec No. 521573

Revised: August 1996, February 2002, August 2005, April 2009

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 1501 Hazardous