



## **Job Description: Food Coordinator**

### **Responsibilities:**

Coordinate and drive to pick up food from Whitney Center at 4-4:30 pm

Transport meal and drinks to Centennial

Set up meal and serve students/tutors

Ask Centennial custodian for a large garbage bin

Clean up meal and transport items back to Whitney Center (be sure area is left in the same condition as arrival)

Extra food should be properly packaged and put in refrigerator in work room

Chartwells equipment should be returned to Whitney after tutoring

Wash all utensils and put back other equipment

Other related duties as determined by Site Supervisors/Sadie

### **Additional Expectations**

- Ensure students do not waste food (watch portions when serving)
- Provide feedback and suggestions to improve distribution of meals at site
- Represent the MARC program when interacting with Chartwells staff at Whitney
  - Maintain a positive relationship
  - Advocate on behalf of the program and students
- Be proactive (see, and then do, what needs to be done), and act as a leader and role model regarding all activities during programming
- Communicate any needs and concerns to Site Supervisor
- Communicate with tutors and site supervisors if help is needed serving larger groups

I have read and understand the responsibilities and expectations of this job position. By signing below, I agree to fulfill them to the best of my ability. I realize that my employment with the Precollege Program may be terminated if these duties are not fulfilled as determined by my Site Supervisor and Precollege Coordinator.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Precollege Coordinator (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date