

FRANKLIN COUNTY COMMUNITY BASED CORRECTIONAL FACILITY

JOB TITLE: ASSISTANT FOOD SERVICES COORDINATOR
ANNUAL SALARY: \$30,593.88
JOB LOCATION: 1745 Alum Creek Drive, Columbus, Ohio 43207
SEND APPLICATIONS TO: 1745 Alum Creek Drive, Columbus, Ohio 43207
OR APPLY ON-LINE AT: WWW.FCCBCF.ORG

DATE POSTED: April 18, 2016 **DEADLINE:** Until Filled

AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL FUNCTIONS

Assists in the planning, preparation, and serving of food for residents and staff. Duties also include ordering and inventorying food, supplies and equipment; scheduling staff and resident work assignments for food preparation; and other duties as requested. Responsible for the supervision of Food Services operation in the absence of the Food Services Coordinator. Promotes a responsible adult culture throughout the facility.

PHYSICAL DEMANDS

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms. Must be able to transfer up to fifty (50) pounds. Physical and visual ability sufficient to operate kitchen and facility equipment safely and securely.

QUALIFICATIONS

Must be able to type 20 words per minute and have proficient computer skills. High school diploma or equivalent. Associate's degree in food service preparation preferred. Three (3) years experience in institutional food preparation required. Experience supervising staff required. Experience working in a corrections setting preferred. Good documentation skills necessary. Must possess a valid Ohio driver's license and have a good driving record.

SPECIAL REQUIREMENTS:

Resumes, personal statements, letters of reference, training records, or any other pertinent information may be included, but not substituted for the application. Applications will not be accepted prior to the posting date or after the submission date indicated below. The person selected will have to undergo a full field background investigation and drug screening.

The Franklin County Community Based Correctional Facility is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age, or ancestry of any person.