

PRAIRIEWOODS FRANCISCAN SPIRITUALITY CENTER

Food Service Coordinator

General Summary

The Food Service Coordinator supports the daily operational systems of the Prairiewoods food service program to ensure consistent, efficient, and mission-aligned service for retreat guests, hosted groups, and community programs.

Working in partnership with the Food Service Director and culinary team, this position helps coordinate scheduling, inventory management, ordering, and operational continuity. The role also provides hands-on support during food preparation and service to ensure smooth operations during retreat meals and events.

This position plays an important role in maintaining strong food service systems that support hospitality, sustainability, and the overall Prairiewoods guest experience.

Reports To: Food Service Director

Classification

Non-exempt

Hours

An average of at least **30 hours per week**, but may vary from **30–50 hours per week** according to the needs of Prairiewoods. Work hours will vary from week to week and will include some evenings and weekends.

Essential Functions

As a Prairiewoods team member you will:

- Carry out Prairiewoods' mission and philosophy
- Create and extend a welcoming hospitality
- Present a positive image regarding Prairiewoods and its activities
- Maintain confidentiality in a professional manner
- Carry out functions common to all Prairiewoods staff members, including attending staff meetings, serving on committees, and participating in continuing education
- Collaborate with the Director and other team members to ensure an exceptional guest experience
- Create a positive and supportive work environment that fosters teamwork and collaboration
- Carry out other duties as assigned

The Food Service Coordinator will:

Operational Coordination

- Assist with development and coordination of food service work schedules
- Support daily operational organization and food service workflow
- Assist with maintaining clear task lists and production flow for retreat meals and events
- Help maintain operational continuity of the food service program in partnership with the Food Service Director

Inventory Management, Ordering, and Purchasing

- Track food and food service supply inventory
- Assist with ordering food, supplies, and food service items
- Receive and organize deliveries from vendors
- Maintain organized storage systems for food and food service supplies

Budget Tracking

- Maintain organized purchasing records
- Assist with tracking food service and supply purchases
- Communicate inventory needs and cost concerns to the Food Service Director

Garden and Seasonal Coordination

- Coordinate communication between food service and garden teams
- Assist with tracking produce from the garden, agrivoltaics system, and food forest
- Support seasonal menu planning by monitoring available produce

Food Preparation and Service

- Assist with daily food preparation and meal production
- Support meal service for retreat guests and events
- Provide hands-on support during high-volume service periods

Menu Planning Support

- Assist with menu planning and recipe preparation for retreat meals and events
- Support seasonal menu development using garden and regional ingredients
- Help maintain recipe and menu documentation systems

Food Service Organization and Cleaning Systems

- Assist with maintaining daily food service cleaning systems
- Support dishwashing and kitchen reset after meals
- Maintain organized workstations and storage areas
- Assist with periodic deep cleaning tasks

Food Safety and Sanitation

- Maintain high standards of food safety and sanitation
- Follow proper food storage, labeling, and handling procedures
- Support ServSafe compliance and safe food service practices

Team Communication and Support

- Assist with training and coordination of volunteers as needed
- Support clear communication within the culinary team
- Help maintain a calm, respectful, collaborative food service environment

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Requirements include:

- Experience in coordinating food service operations, including ordering, inventory management, scheduling, and food service systems
- Experience working in a food service or commercial kitchen environment, with past supervisory or team leadership experience preferred
- Knowledge of food safety, food storage, and commercial kitchen sanitation practices; ServSafe certification preferred or willingness to obtain.
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks in a fast-paced environment
- Ability to work collaboratively with staff and volunteers
- Ability to maintain a positive and welcoming presence
- Ability to work a flexible schedule, including evenings and weekends, and adapt to schedule changes

Working Conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to stand and walk on concrete floors; use hands to handle food and commercial kitchen equipment; talk and hear. The employee may frequently reach, bend, stoop, kneel, or crouch.

The employee is regularly required to lift and/or move up to 20 pounds, frequently lift or move 30 pounds, and occasionally lift or move up to 50 pounds.

Work Environment

While performing the duties of this job, the staff member may be exposed to hot, wet, and/or humid commercial kitchen conditions. The noise level in the work environment is usually moderate.

Accountability

The person in this position reports to the Food Service Director.

The above statements are intended to describe the general nature and level of work required of this position. They are not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Signature: _____

Date: _____