Fluvanna County, Virginia  
Department of Economic Development  
Job Description

Commercial Kitchen Coordinator

Job Class #: XXXX  
Pay Grade: 9  
Category: Part-Time (with no benefits)  
FLSA Status: Non-Exempt  
Reports To: Director of Economic Development

SUMMARY
Under the general supervision of the Director of Economic Development, serves as the County’s primary liaison for renters of the Fluvanna County Community Center Commercial Kitchen. This role is focused on managing renters during their use of the commercial kitchen. This includes but is not limited to pre and post-kitchen inspection for safety issues as well as being accessible to renters during their time at the Commercial Kitchen if an emergency or problem would arise.

ESSENTIAL FUNCTIONS
The essential function of the position is to know ServSafe Kitchen Manager standards, implement, and oversee the safe use of Fluvanna County’s Commercial Kitchen.

Kitchen Oversight:
- Food Safety and Management; Strong knowledge of food code and federal and local licensing processes is required.
- Oversees the operation and management of kitchens at the Fluvanna County Community Center Commercial Kitchen, and ensures compliance with all federal, state, and local codes.
- Maintains daily kitchen logs including but not limited to: temperature, hold/cold, cooling, waste, cleaning, and small-ware inventory.
- Ensures all equipment and utilities are in working order.
- Orientates kitchen users on operations, safety, and maintenance, and ensures compliance with kitchen use policies and procedures.
- Manages the kitchen’s scheduling, reservation, and records systems.
- Ensures all kitchen users keep the kitchen clean and organized and follow state and local health department food safety guidelines.
- Conducts reporting required by state and local regulatory entities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
- Food Safety and Management; Strong knowledge of food code and federal and local licensing processes is required.
- Skills including but not limited to food safety, handling, storage, food prep, and sanitation knowledge.
- Supervisory Skills - Strong communication and problem-solving skills are highly preferred.
- Manage relationships with service providers, community partners, community members, and food entrepreneurs
- Troubleshooting Skills - Problem-solving skills and the ability to adapt, and think broadly and creatively.
- Confidently performs work.
• Performs related tasks as required, and other duties as assigned.

• Modern principles and practices of commercial kitchen use.
• Laws relating to state and local health code standards.
• The facility, logistics, and business service needs are related to a commercial kitchen.
• Communication and professional relationship-building.
• Writing clear and concise directives, reports, memoranda, and letters.
• Operate common office equipment including personal computers and copiers.
• Preparing comprehensive reports, correspondence, or instructions.
• Manage projects independently.
• Communicate ideas clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with County and State officials, associates, and the general public.

ACCEPtable EDUCATION, EXPERIENCE, AND TRAINING

• Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
• Combination of education and experience of a high school diploma.
• Must be ServSafe Kitchen Manager Certified or become certified within 30 days of the hire date.
• Will discuss ServSafe Kitchen Management classes in further detail if the position is offered.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

• Office environment exposure to computer screens; sitting for prolonged periods.
• Must have the ability to occasionally lift, push/pull, and hold/carry 30 pounds.
• Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
• Must be available to work some weekends and evenings.
• Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.

POST-OFFER REQUIREMENTS

• Criminal Background Check
• VA DMV Driving History Check

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<th>Department Head Recommended:</th>
<th>HR Manager Approval as to Form:</th>
<th>County Administrator Recommended:</th>
<th>Board of Supervisors Approved:</th>
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