

Title:	Co-op Food Safety Coordinator (FSC) (for individual dining co-ops) Two Positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining (must dine in co-op in which elected)
Time Required:	Generally 8-12 hours/month (2-3 hours/week)
Responsible to:	Cleanliness & Maintenance Coordinators (CMC), Food Safety Advisor (FSA), Kitchen Coordinators (KitchCos), Operations Managers, Dining Membership, other co-ops' FSCs
Support People:	Cleanliness & Maintenance Coordinators, Food Safety Advisor, KitchCos, Operations Managers, DLECs, other co-ops' FSCs
Elected by:	Individual Co-op Members
Sit on Appointments:	none

General Responsibilities

The Food Safety Coordinators work to ensure that the membership is food-safety trained, and that all food safety and cleanliness procedures required by a commercial kitchen are being followed.

Specific Responsibilities

- 1) Return early to campus in August for open-up and training, and early February for training (before the semesters begin).
- 2) Run food safety trainings for co-op membership at beginning of the semester and as new members join.
- 3) Coordinate with other co-ops' FSCs to do walk-throughs of every head cook in each co-op once per month.
- 4) Be in constant communication with the Kitchen Coordinators and facilitate weekly reports to the co-op where food-safety issues are discussed and questions can be asked.
- 5) Support KitchCos in running weekly commandos when necessary.
- 6) Attend mandatory scheduled meetings with the CMCs and FSA.
- 7) Participate in monthly walk through inspections with CMCs in your co-op.
- 8) Respond to cleanliness, food safety and county inspections.
- 9) Relay information between PICs, CMCs, Head Cooks, KitchCos, and the co-op at large.
- 10) Stay in communication with CMCs, FSA, and Operations Managers

Approved by the Personnel Committee