Title: Co-op Food Safety Coordinator (FSC)  
(individual dining co-ops)  
Two Positions – Fall/Spring and Spring/Fall  
Work Credit: Full dining  
Choice of dining co-op (must dine in co-op in which elected)  
Time Required: Generally 2-3 hours per week  
Responsible to: Cleanliness & Maintenance Coordinators (CMC), Food Safety Advisor (FSA),  
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  
• Return early to campus in August for open-up and training, and early February for training (before the  
  semesters begin).  
• Run food safety trainings for co-op membership at beginning of the semester and as new members join.  
• Coordinate with other co-ops’ FSCs to do walk-throughs of every head cook in each co-op once per  
  month.  
• Be in constant communication with the KitchCos and facilitate weekly reports to the co-op where food-  
  safety issues are discussed and questions can be asked.  
• Support KitchCos in running weekly commandos when necessary.  
• Attend mandatory scheduled meetings with the CMCs and FSA.  
• Participate in monthly walk through inspections with CMCs in your co-op.  
• Respond to cleanliness, food safety and county inspections.  
• Relay information between PICs, CMCs, Head Cooks, KitchCos, and the co-op at large.  
• Stay in communication with CMCs, FSA, and Operations Managers  

Approved by the Personnel Committee