

Title:	Cleanliness and Maintenance Coordinator Two Positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining Choice of housing and dining co-op
Payroll:	Stipend equal to \$1,200 per semester (less taxes)
Time Required:	30-40 hours/month (7.5-10 hours/week); more at beginning of semesters
Responsible to:	Operations and Membership through the Board, Lorain County Health Inspector, Food Safety Advisor
Support People:	Other Cleanliness and Maintenance Coordinator, Operations Managers, Food Safety Advisor
Appointed by:	Cleanliness and Maintenance Coordinators, Operations Managers, one Operational Officer, Food Safety Advisor
Sit on Appointments:	Cleanliness and Maintenance Coordinators, Operations Managers

General Responsibilities

Initiating and coordinating efforts to keep co-op dining halls clean, safe and functioning. This includes ongoing education of the membership on Ohio Health Code, food safety, cleanliness, and equipment operation as well as long-range planning. The CMC works closely with the Operations Managers, Food Safety Advisor, Education Coordinators, College Officials, County Health Officials, the OSCA Board, and the individual co-op Food Safety Coordinators, and Kitchen Coordinators (KitchCos).

Specific Responsibilities

Inspections

- 1) Conduct weekly inspections of all the co-ops using standard inspection forms that are to be filed in the OSCA office for record keeping purposes.
- 2) When inspecting Tank Co-op, take a weekly inventory of cleaning chemicals. Log inventory on shared document with the Fab 5.
- 3) Communicate to the Food Safety Coordinators, and KitchCos about specific cleanliness and maintenance issues that were noted on the inspection forms and follow through with corrections of problem areas. CC: the Fab 5 on these email communications.
- 4) Accompany County Health Inspector and College officials on their inspections of OSCA kitchens. If academic schedule does not allow, contact OSCA Food Safety Advisor.
- 5) Implement and enforce the standardized health policies approved by the OSCA Board, the College, and Lorain County Health Department.

Trainings

- 1) Train Food Safety Coordinators and KitchCos with assistance of the Food Safety Advisor at the beginning of each semester; train any new Food Safety Coordinators and KitchCos throughout the semester.
- 2) Provide opportunities on a regular basis to act as a resource for co-op Cleanliness Teams. Meet with CTs in their co-op, answer any questions they may have, and make sure that CTs are comfortable meeting all responsibilities.

- 3) Ensure that Food Safety Coordinators & KitchCos hold crew trainings and PIC trainings in each co-op each semester.
- 4) Assist the Operations Managers and other relevant all-OSCA Staff members in training of new staff and co-op elected people as needed.
- 5) Attend Board Retreats.
- 6) Serve as a resource person for individual co-ops (Food Safety Coordinators, KitchCos, and membership at large) in terms of cleanliness and maintenance. Provide resources for cleanliness positions (Food Safety Coordinators & KitchCos) and membership at-large that facilitate continued education on food safety and cleanliness.

Meetings

- 1) Attend Board meetings related to your position.
- 2) Attend weekly Residential Education & Dining Services – Facilities meetings, which are generally held on Friday lunch (at Stevenson) and work with Res. Ed. to ensure that OSCA has equipment that is satisfactory. Bring up recurring cleanliness and maintenance issues.
- 3) Attend weekly General Management Team (GMT) meetings to discuss issues that affect all of OSCA. At least one CMC must attend GMT meetings.
- 4) Attend weekly Fab 5 meetings (CMCs, Operations Managers, Food Safety Advisor) and discuss issues of cleanliness and food safety that affect all of OSCA. Organize the points that must be addressed at the Facilities meetings.
- 5) Be accessible to OSCA members by phone, email, office hours, or by appointment.
- 6) Serve as a liaison between the College (Residential Education & Dining Services) and OSCA on matters pertaining to cleanliness and maintenance in the co-ops.

Maintenance

- 1) Assess condition of co-op non-foods and equipment to ensure that they are not a safety hazard. Make sure that broken/unsatisfactory items get repaired or replaced, in conjunction with the Operations Managers, KitchCos, and the Food Safety Advisor.
- 2) Make sure that equipment is in good working order always.

Miscellaneous

- 1) Handle kitchen and food safety crises as they arise in conjunction with Operations Managers and Food Safety Advisor.
- 2) If necessary, revise and order inspection sheets for each subsequent semester.
- 3) Order cleaning chemicals as needed and take a weekly inventory of chemicals in stock. Give a copy of chemical orders to the Financial Manager.
- 4) Interview, appoint, and train the following year's CMC.
- 5) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
- 6) If there is an all-OSCA picnic, coordinate members to clean each of the co-ops. You are ultimately responsible to make sure this gets done.
- 7) If there is an all-OSCA pizza night, have each co-op pledge one of their pizza-crew members for that week to clean at the host co-op, and ensure that they show up; give out missed jobs if they do not. Coordinate cleaning, crewing, and food safety plans for any all-OSCA event where food is a significant aspect.
- 8) Submit a year-end report at the end of your term as a GMT member (see continuing policy for specific details on the structure of your report).

- 9) Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Timeline

Specifics for the Beginning and End-of-Semester(s):

- 1) Return to campus early to oversee areas of cleanliness and maintenance during open-up in conjunction with the Operations Managers. During open-up and closedown, all moveable things in the kitchens must be sanitized, inventories, and either stored over the summer or placed back in the kitchen for the new year.
- 2) Before the Summer during closedown, take a careful inventory of the chemicals in each co-op, including the store room in Tank. Give this inventory to the Financial Manager and Michele Gross. During Open-up, check to make sure those numbers are the same. (Sometimes the College uses our chemicals.)
- 3) Complete the ServSafe certification before first semester of job, if held then. If not, make sure that you complete it during or after the semester, depending on when it is held.
- 4) Organize new member training programs at the beginning of the year in conjunction with the Education Coordinators and Operations Managers.
- 5) Train the individual dining Food Safety Coordinators, and KitchCos regarding issues of sanitation, safety, maintenance and resources at the beginning of each semester. Train Food Safety Coordinators and KitchCos on the College system of work orders.
- 6) Ensure that each co-op's KitchCos/Food Safety Coordinators hold food safety, crew trainings and PIC trainings at the beginning of each semester and as new members arrive.
- 7) With the Food Safety Advisor and Operations Manager, ensure that individual co-ops hold super commandos (clean-ups) before Fall and Spring breaks, and at the end of each semester.
- 8) Give hands-on training (in December) to the Winter Term President in inspections and food safety.
- 9) Stay after the end of classes to close down co-ops at the end of the academic year.

Things you need to know about your job and how to find them out

- Learn about the College system of work orders. The best resource for this would be the Food Safety Advisor.
- Know how equipment functions.
- Know about Lorain County Health, Safety, and Sanitation Laws for food service establishments. Your ServSafe course book is an excellent resource. You will also be given names and numbers of helpful individuals. The OSCA Cleanliness Manual is also an appropriate source for this information.

Relationships

- Work very closely with the Operations Managers and Food Safety Advisor. Inform them of ideas, plans of action, and any derivation from the cleanliness standards in the dining co-ops.
- Be available and willing to help the individual dining co-op Food Safety Coordinators and KitchCos.
- Remain in contact with Residential Education & Dining Services pertaining to cleanliness and maintenance issues in the dining co-ops.
- Keep in close contact with the individual co-op Food Safety Coordinators and KitchCos in regards to ongoing member education.

General Advice

- The CMC job is very much a self-driven one. It is what you make of it. Be proactive, be ambitious, don't be afraid to create new projects or work towards new goals. At the same time, don't let your other stresses get in the way of being awesome at your job – make a schedule for yourself and plan ahead.

- CMCs can help facilitate a positive culture in regards to food safety. If a co-op is consistently showing problems with food safety, or the FSCs are stretched thin, be as supportive to them as possible. Hold a discussion in the co-op about food safety. Direct the FSCs to more signage that they can use in their co-ops. Even if you're unfamiliar with the co-op, there's a lot you can do to help them out if things are rough.
- Not knowing about food safety knowledge can be embarrassing for members of OSCA sometimes. People may feel afraid to ask questions or afraid to say they were doing something wrong when asking for help. Do your best to provide as many avenues as possible for members to take with their food safety concerns.
- Some weeks will be really demanding time-wise. Other weeks will be very minimal. The future is very rarely definite in this job. Being flexible is key.
- Don't be afraid to ask questions if you don't know the answer.
- Don't be afraid to be assertive sometimes, but do so in moderation. It's okay to tell people when they're doing a mediocre job of keeping the co-op clean. It can be aggravating if it happens week after week. You're here to enforce the rules, to lay down the law and encourage members to follow it. If people are not doing so, correct them. However, there's no need to be overly aggressive about it. You can be stern and serious without being hurtful. Keeping a friendly demeanor even when sometimes relaying a harsh truth is important to foster a good relationship between you and the co-ops.

Approved by the Personnel Committee