

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Recreation/Concessions		
Location:	RecPlex		
Job Title:	Food Services Supervisor		
Reports to:	Purchasing Coordinator; Business Director	Salary:	\$10.00/hour
Type of position:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

This position is a part time Food Services Supervisor for all concession stands within the recreation department and is under the direct supervision of the Purchasing Coordinator. The purpose of this position is to assist with the daily operations of the concession stands and assist the Purchasing Coordinator to coordinate concessions for Special Events. Employees in this classification represent the RecPlex in a professional manner.

CORE JOB RESPONSIBILITIES

1. Comply with food preparation guidelines including food cross-contamination and food storage procedures.
2. Follow personal hygiene policies.
3. May need to accurately compile inventory reports, cash receipts and report monthly.
4. Must perform cash transactions on computer by ringing sales into POS cash register.
5. Must accurately oversee and reconcile a daily cash drawer, as well as daily inventory counts.
6. Ability to operate a POS cash register, copy machine, and other office equipment.
7. Assist with scheduling adequate coverage of concession stands staff on a regular basis.
8. Prepare and instruct subordinate staff in the preparation of food.
9. Ability to operate and clean concessions equipment.
10. Must keep a clean, neat workspace, which includes disposing of trash and cleaning surface areas.
11. Good Customer Service Skills and able to follow direction.
12. Perform related work and special projects as assigned: birthday parties, tournament preparations, launching new products, etc.
13. Perform other duties and responsibilities as assigned.
14. Participate in ongoing training provided by the Recreation management and assist in the training of the concession staff.
15. Required to work well with, and communicate favorably, enthusiastically and effectively with Recreation Managers and co-workers to achieve department and Village goals.
16. Assist in resolving customer complaints regarding food service.
17. Remain knowledgeable of daily Recreation operations by reading the Communication Log each and every day you work.
18. Must assist in keeping concession staff informed of any additions or changes.
19. Must have good organizational skills.
20. Knowledgeable of the Recreation department emergency procedures and perform first aid and emergency care when an accident occurs
21. All valuable lost and found items are to be taken to the Guest Services Desk at the end of the day. NOTHING is to be taken home and for personal use.

EDUCATION/CERTIFICATION REQUIREMENTS

- Cash handling & inventory control experience required.
- 5 years Cash register experience required.
- Prior experience in a food preparation environment required.
- Must have computer knowledge with Microsoft, word and excel.
- Must be at least 21 years of age.
- Current Standard First Aid, CPR, & AED certification.
- Current ServSafe Certification within 3 months.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Work is performed in an environment with exposure to cool and hot temperatures. The work requires, including but not limited to, long periods of attentiveness, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about concession area, moderate lifting (15-50 lbs), intensive public contact working with hot kitchen equipment, and exposure to stressful and emergency situations.
- Uniform will be worn at all times while on duty.
- All uniforms will be clean and in good condition (no holes).
- While on break, uniform may not be worn in the public view in other parts of the building (i.e. watching TV and working out).
- Tennis shoes must be worn in all parts of the building, other than the pool area and locker rooms, at all times.
- No visible body piercing or tattoos.
- Must have a high degree of personal cleanliness.
- 32 hours per week, schedule Thursday, Friday, Saturday and Sunday 8 hours per day.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER