

FOOD SERVICE SUPERVISOR PART TIME

Basic Purpose and Responsibility:

Under the supervision of the Food Service Manager, the Food Service Supervisor is responsible for assisting with daily operation of Food Service Unit.

Essential Functions:

- Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.
- Supervises work activities of seasonal and regular food service staff to ensure completion of work assignments and maintenance of quality guest service.
- Assists in the day-to-day operation of the unit including food preparation, cashiering, or covering for any vacant shift.
- Maintains daily cash management activities including, setting up and reconciliation of cash drawers, and the preparation of bank deposits and change orders.
- Fills out End of Day Inventory Loss Log.
- Assists in the maintenance of a clean work area to promote a sanitary, safe work environment.
- Projects a high level of guest service and aids in the resolution of guest safety issues when necessary.
- Inspects areas and equipment to ensure sanitary standards are met.
- Requisitions and inspects foodstuffs, supplies, and equipment to maintain stock levels and ensure standards of quality are met.
- Performs other duties as assigned by management.

Position Qualifications:

To perform at a proficient level and be fully qualified, a person would expect to have:

Education (Minimum Needed):

- High school diploma

Experience (Minimum Needed):

- One year cash handling experience.

Special Skills:

- Ability to handle multi-tasks and be detail oriented.
- Strong communications skills.
- Strong customer service skills.
- Working knowledge of personal computers and software applications.

Other:

- May be required to work weekends, evenings and holidays.

Please submit resume outlining education and experience by October 31, 2017
(no phone calls) to:

Jaymison Walter
Buffalo Zoo
300 Parkside Avenue
Buffalo, NY 14214-1999