

Wisconsin Lions Foundation, Inc.
Food Service Supervisor

Job Title

Food Service Supervisor

Responsible To

Camp Director

Supervises

Food service staff (kitchen assistants, assistant cooks, cooks, interns and volunteers)

Summary

The purpose of the Food Service Supervisor is to plan, coordinate, implement and supervise all food service operations at the Wisconsin Lions Camp.

Minimum Qualifications

1. 21 years of age or older.
2. High School diploma/GED Equivalent
3. Sufficient visual, auditory, communicative, physical and cognitive abilities to perform the essential functions of the position.

Additional Qualifications

1. Minimum of three years or related experience in food service.
2. Experience with Microsoft Office and Google documents.
3. Ability to work non-traditional hours, including evenings and weekends.
4. CPR, AED and First Aid certification.
5. Valid Driver's License.

Essential Functions

1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership for the food service area and staff.
2. Ability to work with people of differing abilities to provide a safe food service experience.
3. Ability to communicate effectively with campers, parents, guardians and off season customers, while learning about dietary needs and discussing any issues that might arise.
4. Physical ability to stand for extended periods of time, lift up to 50 pounds, move heavy objects and participate in program areas as required.
5. Ability to work independently on multiple projects, meet deadlines and work with other staff to ensure the success of all Wisconsin Lions Foundation projects.
6. Ability to use good judgement and professionalism when working with employees, campers, families, off season groups, donors, volunteers and other supporters.
7. Represent the Wisconsin Lions Foundation professionally at all times.
8. Contribute to a positive camp and work atmosphere by being respectful to others,

the Foundation and yourself.

Specific Responsibilities

1. Work with the Camp Director, Healthcare Supervisor and other staff to plan, develop and create healthy and cost effective menus for summer camp and off season rentals.
 2. Develop menu items and find food service products that meet the multiple and extensive special diet needs of our campers and customers.
 3. Maintain current and up-to-date food supply inventories in the cooler, freezer and dry storage.
 4. Work with various vendors to order the best and cost effective products.
 5. Handle all aspects of paperwork including State of Wisconsin reimbursement, health department trainings, prep lists, menus, cleaning lists, recipes and others as required by the Camp Director.
 6. Maintain the cleanliness and sanitation of all food service areas, including the dining room, windows, floors and walls.
 7. Recruit, hire, train, supervise, schedule and evaluate food service staff with the assistance of the Camp Director.
 8. Assist the Camp Director with establishing the food service budget, including payroll rates and preparing timecards.
 9. Prep, prepare and serve meals alongside food service staff.
 10. Assist the Camp Director in the food service area orientation for seasonal staff.
 11. Assist with summer camp needs such as cooking sessions, campout meals, and special event food.
 12. Assist in all food-related needs of Foundation fundraisers, meetings, and special events.
 13. Assist in other camp and Foundation areas such as tours, off season rentals, the camp store and program areas.
 14. Be a part of the summer camp office team by attending and contributing to meetings, events and other planning sessions as needed.
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