



DINING HALL SUPERVISOR SUMMER ONLY

www.campoark.com • campoark@campoark.com • (870) 867-4131

OVERVIEW

Camp Ozark is seeking an individual to join our summer team as a Dining Hall Supervisor. The Dining Hall Supervisor will work under the Director of Food Services. They will manage the additional Summit area Dining Hall and all of its operations and staff. This is a concise overview of the Summer Dining Hall Supervisor position.

RESPONSIBILITIES

Food Preparation, Meal Service, and Post-Meal Cleanup

- ▷ Oversee daily operations of Summit Dining Hall. Be visible in the dining hall during mealtimes.
- ▷ Oversee daily workflow of the kitchen and food preparation to ensure quality and safety.
- ▷ Oversee off-site meal preparation and packing.
- ▷ Oversee food service during mealtimes to ensure serving of meals runs smoothly and as quickly as possible.
- ▷ Oversee distribution of camper/staff special food trays for those with dietary restrictions.
- ▷ Implement and monitor all cleaning schedules for Summit Dining Hall facilities and food and beverage equipment.
- ▷ Be willing to assist in Kitchen Staff duties, including cook and dishwasher positions, during busy times, as needed.

Managing Staff

- ▷ Possess a hands on, lead by example management style.
- ▷ Supervise a program area during the summer program.
- ▷ Assist with supervision, performance appraisals, and corrective actions for a team of 30-35 cooks and a kitchen staff of 35-40 college-age students by fostering a positive and cooperative work environment.
- ▷ Assist in providing leadership, support, and guidance to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met.
- ▷ Maintain a positive professional working relationship with management and coworkers.
- ▷ Assist with pre-summer training and orientation of summer kitchen team to include kitchen and food safety and quality assurance.

Administrative Duties

- ▷ Be able to understand and conduct basic computer tasks.
- ▷ Perform bi-weekly inventory of food and kitchen supplies.
- ▷ Prepare written daily instructions and check lists for kitchen staff responsibilities.
- ▷ Maintain daily food logs to include pre- and post-meal quantities.

Work Environment

- ▷ This position requires frequent standing, walking, lifting, carrying, pushing, pulling and balancing. Must be able to lift and carry up to 50 lb.
- ▷ Must be able to multitask.
- ▷ Must be able to operate a variety of dining services equipment.



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Safety

- ▷ Assist food services director with pre-summer safety training of kitchen staff.
- ▷ Adhere to all specified food safety and sanitation standards as determined by the Arkansas Department of Health & Camp Ozark.
- ▷ Maintain a safe and sanitary work environments for employees, staff, and campers.
- ▷ Must successfully complete an approved sanitation and safety course.

General

- ▷ Be willing to comply with all Camp Ozark policies and procedures during employment.
- ▷ Be willing to comply with all state and federal laws.
- ▷ Must be a team player focused on achieving excellent results.
- ▷ Be willing to work extended daily hours/6 days a week.
- ▷ Must possess a current driver's license.