

BINDER PARK ZOO

SEASONAL FOOD LEAD

Mission Statement: Connect. Inspire. Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: Food Operations Manager

SEASONAL OR NON-SEASONAL: Seasonal, Non-Benefited

FLSA STATUS: Hourly, Non-Exempt

POSITION SUMMARY: Provides direction to food service staff related to routine food preparation and customer assistance throughout the zoo.

POSITION REQUIREMENTS:

- Ability to read and follow instructions.
- Good verbal communication skills.
- Ability to operate cooking and food preparation equipment.
- Understanding of proper food handling and sanitation procedures.
- ServSafe Certificate recommended but not required.
- Must be 18 years of age and possess a valid driver's license.
- Must be able to relate positively with diverse groups of people (guests, staff, volunteers and vendors).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Prepares and serves drinks and foods according to guest specifications.
- Provides menu information and suggestions to guests including beverage and food suggestions and explanations of ingredients and preparation methods.
- Assists with food preparation as directed, operating food production equipment as required to complete tasks.
- Operates grill, broiler, or deep-fat fryer to prepare specific foods.
- Clears, cleans, and sanitizes tables.
- Maintains, cleans, and sanitizes work stations.
- Cleans and sanitizes dishes, utensils, pots, pans, and other containers and returns to appropriate location in the kitchen area.
- Make sure that locations are fully stocked and ready for daily operations.
- Follows all safety and sanitation guidelines and regulations to ensure quality food service.
- Performs other related duties as assigned.
- Supervise and guide staff to attain maximum performance.
- Ensure that products are correctly and consistently labeled and signed.
- Address the needs of guests in a professional and positive manner.
- Assist with planning catering events.
- Report all important information to the Food Operations Manager in a timely manner.
- Ensure the department fulfills all legal health and safety guidelines.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist in creating procedures and training manuals for all areas within the department.
- Comply with all Binder Park Zoo policies and procedures.
- Participate and assist in team oriented zoo projects as needed, including all events.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assist in continuous training with employees and implement customer satisfaction.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to work a flexible schedule including extended evenings, weekends and holidays.
- Ability to sit, stand, bend, lift and move intermittently.
- Ability to lift 50 lbs. and ability to stand for a period of up to 5 hours.
- Ability to read, speak and write English in order to fulfill job functions in an understandable way.
- Ability to work in all weather conditions.

APPROVAL:

Supervisor Signature

Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Seasonal Food Lead. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.

Employee Signature

Print Name

Date

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