SEASONAL FOOD LEAD


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 fulfils 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:

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<tr>
<th>Employee Signature</th>
<th>Print Name</th>
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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.

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