

Southern Illinois Christian Service Camp
P.O. Box 69 West Frankfort, IL 62896

Dining Room Supervisor – Job Description

DESCRIPTION

This is a Dining Room Supervisor position involving responsibility for general operation and safety in and around the camp dining room. Employees in this position perform a variety of duties requiring comprehensive knowledge of the camp and program. The Dining Room Supervisor exercises independent judgement and action, including making frequent decisions in accordance with delegated responsibilities from the Camp Manager. Primary emphasis is placed upon the safety of the campers and staff while using the camp facilities. An employee in this position receives guidance from the Camp Manager and is expected to exercise considerable tact, discretion, and judgment. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Responsible for providing clean and safe dining hall for campers and staff during summer camp program
- Cleaning and maintaining dining hall and appliances in accordance with department of health regulations
- Manage all aspects of food services in cooperation with cook and kitchen staff
- Supervise and coordinate the dining room staff
- Review meal plans with the cook and Camp Manager for proper set up of dining hall
- Ensure cleanliness of food serving and delivery areas
- Follow state health department regulations pertaining to safe food practices
- Report any accident or injuries to the Camp Manager
- Be alert to prevent accidents (risk management)
- Communicate with others and the Camp Manager
- Facilitate camp relations with a positive and professional attitude, courtesy and tact
- Supervise the Canteen operation
- Work Sunday afternoon through Friday afternoon
- Other duties as assigned by the Camp Manager

REQUIRED CERTIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- Current Illinois Department of Health Food Handler Certificate
- Experience in public facility management preferred
- Self-motivated with the ability to work without supervision
- Ability to lead and motivate others
- Successfully pass background check and if desired by the Camp, a drug screening