

**OCEAN LAKES SERVICE CORPORATION  
SNACK BAR SHIFT SUPERVISOR II**

- A. REPORTS TO:** Food Service Manager
- B. PURPOSE OF POSITION:** To perform in a supervisory capacity in the absence of the manager.
- C. CLASSIFICATION:** Full Time - Hourly – Non-Exempt – Pay Grade 8
- D. DEPARTMENT:** Food Service
- E. DUTIES AND RESPONSIBILITIES:**
- Functions in any position within food service organization.
  - Directs teammates and ensures standards and sanitation in manager’s absence.
  - Assists in training any food service position.
  - Assists with ordering, stocking and inventory of all café’.
  - Works with manager to develop new menu items and improve operating procedures.
  - Be able to supervise up to 30 teammates at a time.
  - Assists other teammates as needed.
  - Assists manager as directed.
  - Leads by example and promotes a positive attitude in the work place.
  - Provide outstanding guest service at every opportunity.
  - Promote a positive relationship with team members in all departments and divisions.
  - Understanding of internal controls.
  - Maintain confidentiality of information.
  - Ability to interact well with others in a team environment.
  - Additional duties as assigned.
- F. SAFETY RESPONSIBILITIES AND REQUIREMENTS:**
- Actively demonstrate, encourage, train and model safety rules and guidelines, in accordance with Company, along with local, state and federal law requirements.
  - Investigate loss producing incidents and review prevention recommendations with all employees.
  - Actively participate in the safety meetings, if requested by Management, providing and documenting safety training, if applicable, and offering improvement suggestions. Ensure that all safety equipment is used at all times, i.e. safety harness, eye protection, hard hats, gloves, etc.
  - Report safety or hazard concerns to management.
  - Report any work-related injury to management.
  - Take personal responsibility for safety every day.

**G. QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION:**

- Prior food service and supervisory experiences a plus.
- Must have reliable transportation.
- Must have a valid driver's license.
- Must have the ability to work on site for all scheduled hours.
- Positive attitude.
- Physical requirements should include frequent lifting up to 50 lbs, pushing, pulling, and bending.
- Physically able to stand, sit, and walk for extended periods of time.
- Must be able to perform outdoor physical labor in varying weather conditions.

**H. SCHEDULE:**

- Ocean Lakes Family Campground operates 7 days each week. Employees must be available to work a flexible schedule, including weekends and/or holidays as well as overtime hours as necessary.
- Available to take calls on a 24-hour rotation basis. Available to take emergency calls for complex issues.

**General sign-off:** This job description is not all inclusive. The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_