

YUROK ECONOMIC DEVELOPMENT CORPORATION JOB DESCRIPTION

Job Title:	Pem-Mey Food Service Supervisor			Job Code		
Department	YEDC	Program Area	Pem-Mey	Location	Klamath	
Reports To:	Pem-Mey Manager			FLSA Status	Non-Exempt	
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE						
Salary Range	GS 4 \$16.54 - \$21.58					

POSITION SUMMARY: under the direction of the Pem-Mey Manager, the Food Service Supervisor is responsible for providing strategic leadership for the operation of the food service of Pem-Mey Fuel Mart. The Food Service Supervisor sets food service prices, does purchasing for the food service, provides scheduling and supervision of staff. The Food Service Supervisor monitors the financial information and makes changes in the inventory deemed beneficial to the overall operations of the Pem-Mey food.

DUTIES AND RESPONSIBILITIES:

1. Daily personnel management of food service staff by hiring, training, and firing as necessary, setting work schedules, to cover hours of operation.
2. Maintains courteous, tactful relationship with customers
3. Handles requests and complaints promptly and professionally.
4. Establishes and maintains a cooperative and effective working relationship with staff.
5. Oversee reconciliation of cash receipts and disbursements and submit daily reconciliation to accounting
6. Prepare report on inventory with outside vendors for replenishment and ensure that items are placed in optimal visual location for fast turn over and ensure that delivery of food, and items are properly received and recorded correctly to inventory.
7. Prepare and submit payroll bi-weekly time sheets, review payroll journal for correctness and for authorized overtime.
8. Performs other tasks and duties assigned by the Pem-Mey
9. Maintains excellent interpersonal skills in relating to customers, staff and management and maintains a good attitude and required to attend management seminars established by the tribe
10. Develop managerial strategy to motivated staff with and create incentives/rewards by understanding circumstances and situations for utilizing incentives or rewards based on performance.
11. Develop a retail management strategy to increase sales and reduce cost.
12. Take initiative to keep the store organized and clean-office, stockroom cupboards, etc.
13. Supervises food storage and inventory control.
14. Cross trains with Pem-Mey Fuel Mart Manager to help in fill in positions in case of emergencies.
15. Plans, directs, and supervises the preparation and cooking of meals.
16. Requisitions and purchases food supplies.
17. Verifies delivered food supplies for quantity and quality
18. Oversees equipment maintenance
19. Requests equipment repairs or replacement.

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MINIMUM QUALIFICATIONS:

1. Excellent interpersonal skills in relating to customers and staff, maintain a good attitude and sense of humor.
2. Basic computer literacy including the use of gas station software, POS systems, and inventory management software, MS Excel, Outlook, and Word
3. Knowledge of office equipment including, telephone, fax, credit card processors and cash register/POS systems.

SUPERVISORY RESPONSIBILITIES:

Must have the ability to lead and supervise several employees.

EDUCATION/EXPERIENCE:

1. High School Diploma/GED preferred but not required
2. 6 months related experience and or training or equivalent combination of education and experience.
3. Management experience preferred.

CONDITIONS OF EMPLOYMENT:

- All applicants must pass a pre-employment drug test and a physical examination.
- Must be at least 21 years of age.
- When necessary must be able to lift 50+ pounds.
- To obtain and keep a Food Handlers Supervisor Certification.

TRIBAL PREFERENCE

“Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B))”

This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required. I hereby acknowledge I have read and understand the above presented position description. I am in receipt of our employment guidebook and understand my obligation to read and understand its contents:

Employee Name (Please Print)

Employee Signature

Date

Manager

Date