

Cannon Beach Conference Center

Job Description



Job Title: Dining Room SupervisorDepartment: Food Service Pay range: _____Reports to: Food Service Manager Category: Salaried, exemptDate approved: October 2023

General Position Summary

Responsible for hospitality services in all dining rooms and other food service areas within approved annual budget.

Essential Functions/Major Responsibilities:

- Oversee dining room operations and maintenance:
 - Setup, serving and cleanup.
 - Appearance and cleanliness.
 - Guest relations
- Supervise dining room staff:
 - training
 - Motivation, quality control, enforcing policies and procedures.
 - Conduct shift meetings, recreational and social opportunities.
 - Performance evaluations for summer staff and assigned CA's.
 - Coordinate the supervision of multiple dining rooms.
- Oversee setup of coffee breaks, snacks, hospitality tables and coffee stations.
- Assist with guest special diets as directed by the food service manager
- Oversee food service laundry, including uniform inventory.
- Edit timeclocks weekly
- Coordinate with conference and retreat leaders and other departments.
- Assist in maintaining good stewardship of the food service budget, including ordering and inventory of dining room supplies.
- Coordinate staffing and scheduling needs with central scheduler.
- Participate in regular supervisor, department and staff meetings, and prayer times.
- Support organizational safety program:
 - Train employees working in the department in safety procedures, including but not limited to MSDS, bloodborne pathogens and use of PPE.
 - Document safety training on the CBCC server training file
 - Enforce safety policies and procedures.
 - Maintain MSDS books, accident logs, and safety procedures.
 - Backup or assist the food service Department Evacuation Coordinator (DEC) in the event of a tsunami evacuation.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.
--

Qualifications/Skills Required:

- A Christian in agreement with CBCC’s statement of faith, purity policy and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- 2 or more years dining experience.
- Detail oriented, highly organized, efficient, self-motivated, and service oriented.
- Able to communicate with staff, other departments, and guest groups in a professional manner.
- Experience hiring, training and supervising people in a food service environment.
- Some college preferred.
- Good math skills
- Willing to work a varied schedule including split shifts, weekends, and holidays.
- Valid Oregon food handler certification.
- Valid driver’s license preferred.

Physical Demands:

Sit	<u>1-2</u> Consecutive hours	<u>1-2</u> Total hours per day
Stand/Walk	<u>3-4</u> Consecutive hours	<u>6-7</u> Total hours per day
Employee may alternate between sit/stand as needed.		
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/>
<input type="checkbox"/>	Only uses right hand/arm	<input checked="" type="checkbox"/>
		Uses both hands/arms

	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	200 yards			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____

