



## JOB DESCRIPTION

**POSITION:** Commissary/Facilities  
**DEPARTMENT:** Food Service  
**SUPERVISOR/TITLE:** Food Service Manager / Assistant Food Service Manager/  
Food Service Coordinator  
**CLASSIFICATION:** Hourly  
**HOURS:** Flexible Hours - 20-30 hours per week/Monday - Sunday

### DUTIES:

#### Commissary:

- Receive all product deliveries
  - Inspect and verify all product are in proper order
  - Put all product away in appropriate locations (cooler, freezer, dry storage)
- Keep a neat and organized work & storage area
- All paperwork/invoices to Food Service Office after checking in order

#### Facilities:

- Cleaning ALL ELC & CC equipment.
- Power wash both ELC & CC plaza areas
- Follow guidelines for safely cleaning fryers, grills, flat top, etc.
- Make sure pavilion, ELC plaza and CC plaza areas are neat and tidy.
- Make sure trash & recyclables are taken to proper area daily.
- Other duties as assigned.

### QUALIFICATIONS:

- Strong communication skills.
- Ability to work independently.
- Early morning availability.

### PHYSICAL REQUIREMENTS:

- Ability to stand or be on your feet for extended periods of time.
- Ability to perform some physical lifting up to 65 lbs.
- Ability to work in extreme temperatures.

**Application Instructions:**

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: [cmattison@senecazoo.org](mailto:cmattison@senecazoo.org) with Commissary/Facilities in the subject line or by hard copy to Chad Mattison, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621.

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