



JOB POSTING

POSITION: Assistant Food Service Manager
DEPARTMENT: Food Service
SUPERVISOR: Food Service Manager
CLASSIFICATION: Exempt
HOURS: Flexible Hours - 40 hours per week/Monday - Sunday

All interested applicants must submit a current resume and cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to Chip Kneessy at akneessy@senecazoo.org with the phrase Assistant Food Service Manager Search in the subject line or by hard copy to Chip Kneessy, Food Service Manager, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester NY 14621.

All applications must be received no later than 5 p.m. Monday, April 2, 2018.

POSITION DESCRIPTION SUMMARY:

Assist in managing all aspects of Food Service including concessions, catering and ZooBrew.

DUTIES:

Administrative

- **Staff Scheduling:** Schedule staff for all areas in the Food Service Department including: concessions, kiosks, catering and ZooBrew. Schedule must consider the customer service requirements as well as budget.
- **Office Paperwork:**
 - **Sales** – Assist in reconciling and processing of cash registers in food stands and kiosks.
 - **Payroll** – Assist in monitoring, recording and processing all Food Service staff payroll.
 - **Ordering Product** – Order all products to include food, paper and cleaning supplies from purveyors and facilitate deliveries of said product. Record all invoices from purveyors and send all purchase orders to Business Office for further processing.
 - **Inventory** – Assist in physical counting and recording of all products to include food, paper and cleaning supplies. Provide month end inventory report to the Food Service Manager on the first of each month and keep food cost numbers within budget.
 - **Monthly Reports** – Produce required monthly reports as needed.

Personnel Management

- Assist in hiring, training, development, discipline and evaluation of part time and seasonal staff, including safe food handling, chemical handling and customer service. Delegation of duties as appropriate in order to maximize productivity of staff in both customer service and budgetary restraints.

Food Service Operations

- **Maintenance** - Assist in daily maintenance of the all food service areas, including visitor areas, outside and interior of food stands, kiosks and office. Coordinate with appropriate County employees regarding garbage pickup, snow shoveling and other light maintenance as required. Continual cleaning and organizing of food, paper and cleaning supplies storage areas.
- **Concessions** - Assist in selecting and ordering all concession food and beverage options to be offered at all food stands and kiosks with variety while considering food cost.
- **Catering**
 - Assist in menu creation, ordering product, staffing, overseeing setup, and managing catered parties/receptions with clients.
 - Collaborate with Food Service Manager to prepare all catered meals.
- **Other duties as assigned.**

QUALIFICATIONS:

- Minimum two-year Food Service Management or Culinary degree preferred, or equivalent experience.
- Five or more years' experience as a cook in the restaurant industry.
- Strong communication and supervisory skills.
- Ability to work independently.
- Computer and Microsoft Office 365 competency required.

PHYSICAL REQUIREMENTS:

- Ability to stand or be on your feet for extended periods of time.
- Ability to lift up to 40 pounds.

Seneca Park Zoo Society is an equal opportunity employer