



The Jewish Community Center has an opening for a part time **Assistant Supervisor, J Café and Concessions** to join our team at our Creve Coeur location. Our J Café and Concession are open seven days per week with midday and early evening hours. Position requires flexibility in schedule to meet business needs. Schedule is expected to be 20 to 28 hours per week.

### **Summary:**

This role coordinates and implements all food production associated with J Café and concession. The person in this position is responsible for food production, customer relations, Café and Concession equipment, inventory management, team training and management, maintenance of safety, cleanliness and sanitation standards and financial accountability.

### **Responsibilities**

- Together with manager, interview new staff members. Train and supervise both staff and occasional temporary workers in the duties of their position as well as in the safe operation of all equipment and utensils.
- Organize daily tasks and assign responsibilities with Cafe or concession staff. Provide coaching when necessary and present ideas for improved efficiency. Solicit and listen to staff input. Ensure work is done in a safe manner and in compliance with standards.
- Supervise and assist in preparation of all food items following standardized recipes. Prepare food as necessary (this person should be able to perform all jobs in the kitchen to back up each position—cooks, dishwashers, food prep, and baker).
- Supervises and assists in the QUALITY, CONSISTENCY AND SERVICE needs of the Café and Concession.
- Maintain required food production and temperature reports
- Procure, receive, inventory and properly store all items necessary for food production and service. Maintain monthly inventories of food and supplies.
- Uphold sanitation standards in kitchen, serving and storage areas to meet health department and JCC standards. Supervise, assist and establish cleaning schedules to maintain the cleanliness of preparation areas, all equipment, and storage areas.
- Report all equipment problems to Building and Grounds in a timely manner.
- Ensure Occupational Safety and Health Act, local health and safety codes, and agency safety and security policies are met.
- Maintain Kashruth laws in kitchen, storage and serving areas.
- Other tasks as assigned by supervisor.

### **Qualifications:**

- High School Diploma/GED is required.
- Must possess a current ServSafe Sanitation Certificate.
- Must have a minimum of 5 years experience in varied kitchen positions including food preparation.

- 2-3 years of kitchen management and supervisory experience in school or hospital food service, college/university dining services, or food services in a corporate business environment is preferred.
- Excellent organizational and decision making skills.
  - Must be able to communicate clearly and effectively both verbally and in writing in English while listening effectively to correctly take orders.
- Experience and ability to ensure high quality food production and presentation is required.
- Experience and ability to provide strong kitchen management, training and guidance to a diverse staff is required.
- Experience and ability to control inventory through the efficient procurement and usage of food and supplies is required.
- Knowledge of weights and measures used in proper food preparation and accurate portion control is required.
- Ability to develop and use standardized recipes for food service (large volume) preparation is required.
- Must have knowledge of the general use and care of kitchen equipment, including but not limited to grill machines, deep fryer, soda fountain, coffee machines, etc.
- Must have basic Microsoft Office Suite knowledge (Word, Excel, Outlook) and demonstrated ability to learn and use inventory and billing/cash register software. We use CSI for this and will train in use of it.
- Must have the ability to stand for prolonged periods; to lift, bend, stretch, reach, stoop, push, pull and frequently lift up to 35 pounds; and to walk to other areas on campus. Visual and auditory acuity necessary to perform the job is required.

**Current Hepatitis A vaccination is required per state regulations (provided if necessary).**

To learn more about the J and all we do please see our website: [www.jcstl.org](http://www.jcstl.org)

To apply for this position, please submit your cover letter, resume, and completed J application to [careers@jcstl.org](mailto:careers@jcstl.org) . Please indicate the title of the position you are applying for in the subject line of your email. The J's application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.