



## Butter Beans Food Service Supervisor 2

Butter Beans is a wellness company with a mission to connect children and adults to the food they eat so that they may understand the importance of choosing to eat healthy foods. We carry this out through offering a healthy school food service that provides tasty lunches to students and teachers of Nursery through 12th grade independent and charter schools. We pair our food services with food and cooking education so that students learn about nutrition, seasonality and the value of healthy eating.

This exciting food services company seeks a team players with Supervisory skills and the shared goals of promoting healthy eating to students in the role of Food Service Supervisor. The schedule is part time (25 to 30 hours per week) and follows a school schedule. We are looking to fill positions located in Manhattan, Brooklyn, and Queens.

**The primary roles and responsibilities** include: overseeing the checking of daily deliveries, assisting in properly heating up prepared food, assisting in setting up a beautiful sandwich and salad bar, directly managing and supervising your on-site school staff, interviewing and training new employees, conducting daily Pre-Service Stand up staff meetings, professionally and courteously serving lunch as a team to school children and staff, ensuring all equipment, service dishes, etc. are cleaned each day, overseeing the electronic reporting of daily inventory, reviewing and updating food quantities for each upcoming week's menu, attending all monthly Supervisor-level trainings and other meetings and implementing new lessons learned each month, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems, carrying out and enforcing all Human Resource policies per the Butter Beans Handbook for yourself and your staff, communicating directly with the kitchen regarding any issues that arise, generally ensuring the smooth operation of lunch service. This position will report jointly to the CEO and Supervising Trainer.

**The ideal candidate** is someone who takes their professionalism seriously and is looking to grow their soft and technical skills so they may grow their career to the next level. This position offers supervisory experience as well as daily interactions with customers from the end user to decision maker and requires a keen ability to manage all kinds of relationships both internally and externally, desire to grow, some food service experience, dependable, punctual (with arrival and meeting deadlines), strong work ethic, problem solver, and resourceful.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\* Food service experience \* Food safety certificate from the New York Department of Health by August 20, 2015 (We will reimburse the test fee) \* Ability to follow systems and processes that are put in place to achieve efficient operations \* Ability to manage a small team to accomplish team goals \* Strong computer skills (proficient with google docs, email, google forms, and ability to log into password websites, e.g. ADP) \* Coachable, willingness to make adjustments based on feedback from management and will possess the following qualities:

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments.
- Motivation - Sets and achieves challenging goals; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

[www.ButterBeansKitchen.com](http://www.ButterBeansKitchen.com)  
[http://twitter.com/butter\\_beans](http://twitter.com/butter_beans)  
[www.ButterBeansKitchen.wordpress.com](http://www.ButterBeansKitchen.wordpress.com)



- Quantity - Completes work in timely manner; Works quickly.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Team Player - Functions as a team player and contributes to getting everything done
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Other attributes a plus:** Experience working with children or in a school setting, and customer service experience.

**Physical Effort:** Work involves light to moderate physical effort such as lifting or moving objects, constant standing, bending and walking. Must be able to lift up to 30 pounds.

**Pay and Benefits:** We offer competitive hourly rates, free nutritious lunches, transit-check available, direct-deposit available, training, professional development, and health counseling available. There may also be opportunities to teach after school cooking classes to students and special events catering service.

**Mandatory Training Dates:**

There are 12 mandatory training sessions from August to May.

All Staff & Family End of Year Celebration and Picnic – June 23<sup>rd</sup> – 5:30 pm to 7:30 pm – Location TBD (This is an optional unpaid social event where you may bring your significant other and children.)

**To Apply:** Please send your resume, and references to [careers@butterbeanskitchen.com](mailto:careers@butterbeanskitchen.com). In person interviews will be held starting on August 3, 2015.

*It is the policy of Butter Beans not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.*