

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Food Service Supervisor
POSITION NUMBER: 02999
DEPARTMENT: Dietary Department
LOCATION: 2901 S Overland Dr. Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Dietitian Manager
SALARY: NE06 \$15.41Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE) **(Employees will receive 5% below the negotiated pay rate during their probationary status.)**
CLASSIFICATION: Non-Exempt
POSTING DATE: January 15, 2019
CLOSING DATE: Until Filled
Transfer Deadline: January 22, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Dietary Department's objectives by planning, organizing and directing all functions required to operate food service. Ensure all residents receive well- balanced, nutritional meals based on dietary and medical needs. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Communicate goals, objectives, policies and procedures in accordance with contractual requirements and needs of the department.
2. Supervise food service workers to include hiring, scheduling, training, orientation, performance evaluations, disciplinary actions and approving time records in KRONOS.
3. Maintain accurate staffing to ensure meals are meet for federal guidelines for Center Medicaid Services.
4. Willingness to work in dietary production in periods of staffing shortage due to staff call in or staff vacations.
5. Maintain CBORD's data bases with Resident's preferences to determine likes and dislikes of foods served.
6. Maintain accuracy of CBORD's recipes to ensure computerized inventory which is linked with manufacturing companies, and UPC codes on food products.
7. Prepares CBORD computer generated production reports to fulfill federal and state regulations.
8. Maintain food and labor costs within dietary budget.
9. In absence of Dietitian Manager, maintain CBORD's data related to dietary orders, allergies, intolerances, and visiting with Residents to ensure Federal, State, and Tribal guidelines are met.
10. Plan the purchasing of all foods, chemicals, paper supplies.
11. Provide intertribal catering services.
12. Develop and update departmental standard operating procedures as needed.
13. Plan, coordinate and conduct in-service educational training for employees in coordination with Dietitian Manager.
14. Ensure proper sanitation techniques are practiced pertaining to handling of food, food rotation, and inventory.
15. Ensure food temperatures, water temperatures are maintained, recorded daily, and results recorded on appropriate forms to ensure adherence to federal, state and HACCP guidelines.
16. Maintain professional and technical knowledge and required Continuing Education Units.

JOB DESCRIPTION
Food Service Supervisor
Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, Division policy procedures and strategic plans.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; handle, feel; reach with hands and arms; stand, stoop, kneel, crouch.
2. Occasionally lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a kitchen and dining room setting where exposure to extreme temperatures, smoke, unpleasant odors and loud noises may occur. Work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.
4. Evening and/or weekend work and extended hours or irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements and HACCP guidelines.
2. Knowledge of food, supplies and equipment ordering and inventory control.
3. Knowledge of food handling and sanitation techniques.
4. Skill in supervising, training, and evaluating assigned staff.
5. Skill in use of office equipment, fax machine, copy machine, and computer.
6. Ability to exercise independent judgment.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to become certified in Wisconsin Dietary Manager Association and Food Service Sanitation.
11. Ability to be on call seven (7) days a week during department hours of operation.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
17. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.
2. Certified Dietary Manager or a Registered Dietetic Technician.
3. Two (2) years work experience in a long-term care facility, hospital, CBRF, or Assisted Living facility; One (1) year of supervisory experience.

JOB DESCRIPTION
Food Service Supervisor
Page 3

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Must submit three (3) current letters of reference.**