



## Job Description

**Position Title:** Dining Supervisor  
**Department:** Dining  
**Reports Directly To:** Dining Manager

**Directly Supervises:** Food Services Workers & Work Crew  
**Date:** 10/26/2021  
**Closing Date:** 11/24/2021

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### BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a full time **Dining Supervisor** to support and manage NorthBay staff and work crews to create a pleasurable dining experience while at NorthBay.

NorthBay is looking for a highly motivated, personable individual with excellent organizational and communication skills. The successful candidate will be a motivated self-starter who can work independently and effectively within a team. The candidate should have a thorough background in Food Service and Management experience.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- **Initial meet and greet of work crews, either at arrival or before first meal.**
- **Meet work crew boss and ensure that they know their responsibilities for the weekend**
- **Breaking work crews into teams. i.e. cooks, dishwashers, wait staff**
- **Familiarize each team with overall responsibilities.**
- **Assign and train individual tasks and then oversee those tasks to completion**
- **Utilize the work crew provided to ensure that meals take place "on time" and taste delicious while maintaining work crew morale.**
- **Ensure food safety by employing proper sanitation techniques in regards to food handling, storage, holding, preparing and cooking.**
- **Ensure the proper sanitation of dishes, along with the pots and pans by keeping watch of the dishwashers and checking temperatures and cleanliness of the dish machine.**
- **The midweek responsibilities will be in support of the dining manager as well as fill in as needed in any position to maintain continuity of service.**

### MINIMUM QUALIFICATIONS:

- 2 year culinary school or 3 years high volume cooking



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- Serv-Safe certified
- Able to manage multiple teams simultaneously
- Strong communication skills, both written and verbal