

Sisseton-Wahpeton Oyate

Job Description

Job Title: Café Supervisor/Lead Cook

Reports to: Tribal-Vice Chairperson

Summary:

This position encompasses a widely-varied amount of duties and responsibilities. Responsible for the operation of the Café. Supervises and controls all activities and staff in accordance with established SWO standards, policies and procedures. Supervisors must plan, organize, and coordinates team members and resources of the Café in the best interests of the SWO to provide efficient and well-prepared food service. As a key leadership position, it is fast-paced, and demanding combining strategic planning, organizational skills, dependability, professionalism, and day-to-day management activities.

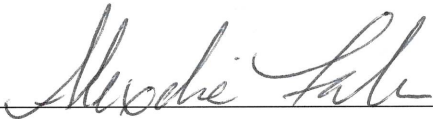
Duties and Responsibilities:

1. Ensures that all café employees adhere to all SWO policies and procedures uniformly.
2. Maintains established standards of sanitation, safety, food preparation, and storage set by Health Department.
3. Implements posted work schedules, while adjusting as necessary to cover café employees call-ins or shortages
4. Conducts weekly meetings with Café staff
5. Identify training needs and initiate development of Café staff
6. Complete monthly menus and weekly ordering
7. Manage all purchases and maintain budget control
8. Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services
9. Sends invoices to customers on weekly basis, while sending monthly reminders of past due bills.
10. Ensures all daily receipts and monthly reports are turned in on timely matter.
11. Up to date with catering operations, schedules, and billing

12. Complete weekly inventory and billing by reviewing sales worksheets and monthly inventories.
13. Maintains and orderly, sanitary, safe and very clean kitchen by assisting staff in all kitchen cleaning.
14. Inspects food preparation and serving areas to ensure safe, sanitary food-handling practices.
15. Operates cash register, works closely with security to verify sales, and deposits.
16. Other duties as assigned.

Qualifications:

1. High School Diploma or GED required
2. Two years of experience with administrative duties
3. Two years of supervisory experience
4. Experience with Microsoft Office, Word, Excel and Outlook
5. Detail orientated and prioritizing tasks
6. Ability to communicate clearly with co-workers and the public
7. Must possess a strong work ethic and be able to work flexible, various and sometimes, long hours

Approved  Date 4/4/25