Tiger Cooler AM Supervisor
Campus Dining

POSITION SUMMARY

Reporting to the Associate Director of Campus Dining, oversees the coffee bar, hot and cold food production, cashier stand & customer service functions in the Tiger Cooler snack bar, primarily on the morning shift. Responsible for the supervision of full time, casual and student employees, overseeing the cashier & cash handling, proper use of equipment and supplies & fostering positive customer relations.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Supervises breakfast through lunch service, primarily at the Tiger Cooler, and other shifts or locations as assigned.

2. Ensures the efficient operation of the Tiger Cooler. Ensures that food, supplies and equipment are maintained and that standards for food safety and quality are upheld. In collaboration with direct supervisor, ensures that food and supplies orders are completed, deliveries are received and that products are properly rotated and stored.

3. Supervises service at the coffee bar. Trains and supervises rotating student staff. Ensures that standardized recipes and portion controls are followed. Maintains adequate stock of food and paper supplies. Prepares drink recipes.

4. Supervises hot and cold food production. Oversees full time and casual staff. Maintains high standards for food safety, preparation and appearance. Ensures that standardized recipes and portion controls are followed. Follows procedures to ensure compliance with Health Department, OSHA, College and department policies for food safety, workplace safety and sanitation.

5. Oversees the cashier. Assumes cashiering duties in the absence of the cashier. Investigates discrepancies. Enforces policies.

6. Works in any staff position as needed due to fluctuating work load. Prepares food and beverages at the coffee bar. Maintains supply of cold sandwiches, salads and grab & go snacks. Prepares hot food in the absence of the grill or pizza cook.

7. Interacts with customers. Answers questions, solves problems and enforces policies. Fosters positive customer relations.

8. Oversees interior and exterior dining spaces. Ensures the orderliness and cleanliness of the dining areas. Ensures all furniture is in place at the start of business. Assists with set ups for events. Ensures that furniture is returned to normal arrangement following events.

9. Ensures staff, guests, food, equipment and facility safety at all times. Performs all duties in a safe manner. Provides assistance needed to help identify and prevent hazards.

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10. Assists with major campus events, catered events, theme meals, special projects and peak work load periods.

11. Performs other duties as assigned.

QUALIFICATIONS

- Minimum 2 years experience in a high volume snack bar, fast casual restaurant, coffee bar or similar.
- A professional and positive attitude and appearance are essential.
- Must have excellent interpersonal and communication skills, both written and oral.
- Must have working knowledge of espresso machines and their proper use.
- Must be able to operate POS register with speed and accuracy and accurately balance cash.
- Must be able to organize time and work effectively in a busy environment.
- Requires the physical ability to tolerate prolonged standing, walking for extended periods, to bend and to lift up to 30 pounds.
- Experience with and knowledge of food service sanitation. ServSafe Manager level certification required within 3 months of hire, and must be maintained continuously thereafter.
- Must be able to work effectively within a diverse community of students, faculty, staff and others.
- Must possess a high degree of integrity, ethics and dedication to the mission of the College.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.