



WEST VIRGINIA
Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Food Service Supervisor - DNR/Chief Logan - Logan Co.**

An Equal Opportunity Employer

SALARY: \$1,669.67 - \$3,088.83 Monthly
\$20,036.00 - \$37,066.00 Annually

DEPARTMENT: Natural Resources 0310-0310

OPENING DATE: 06/08/21

CLOSING DATE: 06/23/21 11:59 PM

NATURE OF WORK:



Department of Commerce/ Division of Natural Resources (DNR)/ Division of Parks and Recreation/ Chief Logan Lodge and Conference Center, Logan County – Under general supervision of the Food and Beverage Director, the Food Service Supervisor is responsible for assisting in the managing of all related lodge Food and Beverage operations at Chief Logan Lodge and Conference Center and for delivering an excellent guest experience. The successful candidate must have the ability to assist in the planning and managing all aspects of the park's Food and Beverage operation including the Whispering Ridge Restaurant at Chief Logan Lodge and the operation of group and special event catering functions. Responsibilities include the supervision of all Food and Beverage staff including supervising and assisting duties to cooks, food service workers, dishwashers, servers, and other positions assigned to the kitchen and restaurant. Supervises the cleaning of kitchen equipment, preparation stations, service, and dining areas. Supervises the cooking and serving of food for adherence to health regulations. May assist with cooking and all food prep as required. Inspects kitchen and dining area to determine that sanitation standards are met. Makes schedules for workers shifts that coordinate with group service events and restaurant operations. Performs inventories of food related items once a month, orders and receives food supplies as needed, and keeps accurate records. Assists in all aspects of the food and beverage service with duties to include: menu planning and cost control; revenue maximization; preparation and presentation of food and drinks; establishment and maintenance of vendor contracts; establishment and maintenance of legal beverage licenses; control of labor and food costs; adherence to quality and safety standards; planning, coordinating, and overseeing special event food and beverage functions; working with the Food and Beverage Director to identify marketing opportunities to promote food and beverage products, packages, and events; and training, leading, and directing the work of subordinate personnel. Performs related work as required. Regular attendance is required.

Click The APPLY Link To Apply Online. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please

call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

IMPORTANT: Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

ATTENTION: Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified. It may ONLY be in the form of a copy of an OFFICIAL transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy.

Please attach documents to the online application before submitting it. Or, you may email it to: applicantsservices@wv.gov or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled.

Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a Job Interest Card from the slide-out menu located at the top left of our *Job Opportunities* page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: None required.

Experience: Three years of full-time or equivalent part-time paid experience in large-scale food preparation and service.

Substitution: An Associate degree in Food Service Management Technology or a closely related field from an accredited college or university, business or vocational school may substitute for the required experience.

Special Requirement: Applicant must furnish an approved food handler's certificate within seven (7) days after appointment.

*****DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION*****

OTHER INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #9778CL
FOOD SERVICE SUPERVISOR - DNR/CHIEF LOGAN -
LOGAN CO.
AS

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov

Food Service Supervisor - DNR/Chief Logan - Logan Co. Supplemental Questionnaire

* 1. Were all of the jobs listed in your application paid?

- Yes
- No

* 2. If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

* Required Question