

Job Position: Oak Tree Pizza Team Leader – Lodging Services

Reports to: Inn Kitchen & Laundry Manager

Hours: Part time, Hourly



Primary Function

To lead the daily pizza operation by working alongside staff, maintaining quality standards, and essential behind-the-scenes work of staff scheduling and inventory. The Pizza Team Leader will be responsible for keeping the kitchen space clean and organized, training staff, navigating difficult conversations with professionalism, motivating and proactively coaching the pizza team to achieve kitchen excellence and consistent product quality.

Essential Functions (Responsibilities): include the following. Other duties may be assigned.

1. Keep all food, equipment and supplies stocked and organized.
2. Ensure all food safety standards are met, and the Pizza Team is properly trained.
3. Communicate effectively with guests, pizza team, management and coworkers in all areas of the Sauder Village complex.
4. Act as a mentor and coach, deliver constructive feedback with tact and clarity, while consistently identifying and celebrating individual and team wins
5. Keep kitchen, dining areas and any other areas cleaned and picked up either personally or by delegation to the pizza team.
6. Ensure all dishes, silverware etc., are washed and put away correctly.
7. See that food is prepared, served and re-stocked as needed.
8. Monitor food and coolers to ensure proper temperatures meet health and food requirements.
9. Learn all aspects of preparing, cooking and serving pizza and then see that each team member is trained.
10. Prepare and schedule the Pizza team, find replacements during emergencies, staff call offs or based on occupancy at the Inn and Campground.
11. Protect all confidential information, and work with Inn Kitchen and Laundry Manager, the Director of Human Resources for any disciplinary actions needed with staff members.
12. Take monthly inventory for accounting purposes and turn into Inn Kitchen and Laundry Manager.
13. Take weekly inventory to ensure an accurate amount of food and supplies are ordered for the next week, striving to work on a par system for maintaining inventory.
14. Learn POS software, money management and balancing end of the day register drawer.
15. Keep the safety of guests, staff, and self a priority.
16. Work as needed during peak hours, including evenings, every other weekend, and holidays.

Skills, Requirements, and Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the above essential functions.

1. Experience leading a team.
2. Experience working in a high-volume food service environment.
3. Commitment to providing exceptional guest experiences.
4. Reliable, enthusiastic, and trustworthy team-player.
5. Reflects and advocates for the mission, purpose, goals and values of Sauder Village.
6. Skilled at navigating difficult conversations and conflict resolution.
7. Excellent communication and interpersonal skills.
8. Physical skills include, but are not limited to, frequent standing, walking, and lifting.
9. Able to adapt to situations that arise on a day-to-day basis.

10. May involve working in an environment that uses chemicals for cleaning purposes, sanitizing, insect spraying, etc.
11. Must be able to lift 50 lbs.
12. Must follow the appearance and attire guidelines for Heritage Inn Kitchen.