



Job Description

POSITION TITLE: Food and Beverage Manager
REPORTS TO: Director of Hospitality
DATE PUBLISHED: November 2018
DEPARTMENT: D5010 Sipapu Cafe

General Purpose:

Manages the daily operations and staff of the Sipapu Cafe, ensuring compliance with company and department standards and practices. Opens and closes restaurant, counts drawers, and prepares daily deposit.

Essential Duties and Responsibilities:

- Schedule and supervise all staff, servers, cashiers, and bartenders. Recruit, hire, orient, train, and mentor the performance of all leads and frontline staff.
- Ensure that all staff are providing excellent customer service to guests
- Responsible for opening and closing of restaurant.
- Countdown drawers and prepare deposits.
- Manage the stocking of the restaurant, set up service lines, reconcile cash, and par levels daily.
- Review daily prep lists and setup.
- Handle customer concerns/problems.
- Fill in employee roles such as cashiering, prepping, preparing food orders, dishwashing, and cleanup as needed.
- Assist in the planning, costing and implementation of menus in line with current industry trends for the local area.

Job Qualifications:

Education or Formal Training:

- High School Diploma required.
- College degree in business, hospitality management, or related field preferred.

Experience:

- Previous experience in food service, cash handling, and customer service required, preferably in a ski resort environment.
- Supervisory experience in a food service setting preferred

Knowledge, Skills, & Abilities

- Excellent customer service skills
- Cash handling skills
- Strong organizational skills
- Solid knowledge of computer applications, including the Google Suite of products.
- Strong typing, written, and verbal communication skills and organizational skills.
- Barista/grocery experience a plus

MATERIAL AND EQUIPMENT DIRECTLY USED:

Basic office equipment, computers, fax machine, etc. Commercial kitchen equipment and cleaning agents.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

Indoor restaurant environment. 75% of the work day is spent walking. 100% of the work day is spent standing.

Frequently climbing, balancing, stooping, reaching, and handling objects. Some outdoor work is required depending on the weather. Heavy lifting, pushing or pulling of objects up to 300 pounds occasionally. Frequently lifting and carrying objects up to 65 pounds.

Potential hazards include electrical, mechanical, radiant energy, burns, and toxic, caustic chemicals. Constant exposure to odors and fumes. Noise levels can reach up to 85 decibels. This is a non-skiing position.