

THE MOUNT

EDITH WHARTON'S HOME

Assistant Manager Terrace Café

Overview:

The Assistant Manager will work together with the Food & Beverage Manager in overseeing the daily operations of the Food and Beverage department. The Terrace Café is open six days a week from 11:00 to 4:30 daily from Memorial Day to October. Additional food and beverage related functions are dinners, receptions, group lunches, programs, weekend evening jazz events, Bistro Pop-ups and other special events requiring a food and beverage component.

Excellent communication and organization skills are required. Must have a strong understanding of the hospitality industry and customer relations, along with bartending experience with knowledge of food, wine, beer, and mixed drinks

Due to the seasonality of operations, employee can expect to work: May – October, 40 hours per week; November – April, 10 – 30 hours per week.

Flexible work schedule to include any day of the week, evenings, weekends and holidays.

This in a non-tipped position.

Responsibilities:

- Assist with managing staff throughout the season (interview, hire, schedule, train, supervise)
- Assist with ordering and managing inventories of supplies, food, beverage and alcohol and documenting shortages, overages or damage to Supervisor
- Monitor food for quality, quantity and presentation
- Maintain a well-stocked clean, safe, sanitary environment, regularly inspecting equipment and work areas to ensure conformance to standards
- Supervise and participate in entire daily Café setup and break down
- Supervise point of sale (POS) and daily transactions, compile and balance at the end of day, resolve errors as they occur
- Maintain cash banks including bank runs for change
- Resolve customer concerns, documenting and reporting to the Supervisor
- Assume responsibility in the absence of Supervisor
- Operate a variety of specialized food service equipment
- Attend meetings as needed
- Perform other duties as assigned

Necessary Knowledge, Skills and Abilities:

- 1+ years of experience in the food and beverage industry
- Excellent communication and organizational skills

- People-oriented with a commitment to quality customer service
- Value being a part of a team, and also able to work independently
- Flexible with the ability to multi-task in a highly demanding and sometimes stressful environment
- Able to receive constructive feedback in any given situation
- Proficient with POS systems and Microsoft Office Suite

Special Requirements:

- Must be at least 18 years of age
- Must have a valid Driver's License and clean driving record
- Must be available to work any day of the week including evenings and holidays
- TIPS Certification a plus, but will provide training opportunity to obtain certification

Physical Demands:

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.