

Pine Mountain Lake Association Job Description

Job Title: Lakeside Cafe Lead
Job Code: 64
Department: Marina
Location: Marina
Reports To: Marina Manager
FLSA Status: Non-Exempt
Prepared Date: 1/22/2021 mc

SUMMARY

Supervises and coordinates Lakeside Café employees in the preparation of food, beverage, and order service for patrons. Leads and facilitates the cleanliness of the kitchen and organizes the seasonal preparation of the Lakeside Cafe. Must be professional and courteous with patrons and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Prepares Lakeside Café work schedules.
- Facilitates daily kitchen set-up, maintenance and sanitation.
- Directs daily cleaning of stove and grill tops, grease trays, work areas, and cold storage.
- Prepares and/or coordinates the preparation of all food and beverage in the Cafe operation.
- Monitors inventory & order supplies (food and beverages) in a timely manner using the FIFO inventory method.
- Trains employees in order-taking procedures and customer relations techniques.
- Communicates with employees of new or revised information on products or merchandise such as pricing and availability.
- Support and participate in on-going training and development of Lakeside Café staff.
- Monitors cooks and cashiers to evaluate order-taking performance.
- Ensure employees within the café to adhere to the Lakeside Café's safety/service standards at all times.
- Make sure that the Lakeside Café is run in an efficient manner.
- Ensures the quality of food served and cleanliness are of the highest standards.
- Observes and implements all PMLA required programs including safety.
- Generates an environment of teamwork in the Lakeside Café.
- Assist in responding to customer inquiries and complaints.
- Coordinates with the Marina Manager and Marina Store Lead as needed.
- Prepares daily sales, deposit, and cash receipts.
- Follows opening and closing procedures.
- Regular, punctual attendance is required.
- Must be able to work with deadlines.
- Per ABC regulations, must be at least 18 years of age.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises 5 to 10 employees in the Cafe. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be able to use a computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Per ABC regulations, must be at least 18 years of age. One-year certificate from college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, sales tax, and ability to apply concepts of basic accounting principles.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

C.P.R. and first-aid training certification required. Serve Safe or any other State mandated certificate.

OTHER SKILLS AND ABILITIES

- Ability to operate specific kitchen equipment and tools
- Ability to use a computer
- Good communication skills (verbal, nonverbal and written)
- Must be able to multitask
- Ability to lead and to follow
- Ability to adjust to your audience
- Ability to work as a team member

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines.
Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.