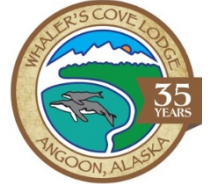


Front of House Manager ~ 2021



Objective:

Primary responsibility is to provide our guests with a relaxing and satisfying dining experience! This position will incorporate multiple Front of House duties including: liaison between the guests and kitchen, host/hostess, waiter, food runner, and busser. Split shifts. Approximately June 20th - September 20th, 2021. Employee must be able to work the entire season.

- Manage daily operations of our dining room and buffet areas. We seat 32-60 people (average) daily for breakfast and dinner service, every day of the season.
- Breakfast and Dinner are plated. Plated serving experience a MUST.
- Understand daily menu items, ingredients, and preparation.
- Work with Chef(s) to ensure that guests with allergies or dietary restrictions are well tended.
- Oversee preparation of public areas before guests arrive, and maintain cleanliness during business hours.
- Ensure compliance with safety and health regulations.
- Train and supervise front of house staff, making sure they meet customer service expectations.
- Train staff to embody superb customer service.
- Schedule FOH staff; approves/denies requests for days off.
- Responsible for managing 2-3 staff per meal service.
- Ordering FOH inventory in coordination with the Kitchen Manager.
- Be solution-oriented.
- Ensure that each guest has been greeted by you or your staff and attended to properly throughout the meal.
- Ensure employee compliance with all health and sanitation procedures.
- Ensure dining room appearance, cleanliness and appropriate lighting on a daily basis.
- Enforce all Lodge policies as written in the Whaler's Cove Lodge Employee Manual.

\$2800-3200/month to Start DOE

+TIPS

Approximately June 20th through September 20th, 2021 – To be determined by April 2021.

Must live on-site; room and board provided.

Transportation benefit is negotiable.

Email Cover Letter and Resume to: wclapplicant@gmail.com

References and Background Check are Required.

Pre-Employment Drug Screening Required, Non-Smokers ONLY.

Together, this Job Description and the Employee Handbook constitute the expectations of our Front of House Manager and are considered a mutual agreement between employee and the lodge.

Employment at Whaler’s Cove Lodge is at will; Whaler’s Cove Lodge is an at-will employer.

Name: _____

Address: _____

Address Line 2: _____

City: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

Department Manager Signature: _____ Date: _____

HR use only	
WC code	9058
AK Occupational Code	98-35-3031
Generic title	Front of House Manager
Pay grade	\$ per month
Management? (Yes/No)	Yes
E/NE status	