

Job Profile Title:	Supv F&B
Job Code:	10685
Profile Title:	10685 Supv F&B
Grade / Band:	08
FLSA Status:	Non-Exempt

Primary Purpose:

It is the primary responsibility of the Supervisor F&B to assist with overseeing the Front Service staff in the various outlets

Principal Duties & Responsibilities

Make daily floor plans per shift to ensure proper rotation and coverage of stations
Review staffing, schedules and vacations; coach and train on policies and procedures; perform employee evaluations and manage all issues related to attendance records and FileNet in general
Maintain contacts with cashiers to ensure correct policies and procedures for check handling / closing are maintained by service staff
Delegate responsibilities to employees and supervise tasks to completion, correctly and on time
Communicate with management, chefs and culinary staff in order to fulfill and address any issues or needs requested by guests and or other employees
Keep inventory form and stocking area updated; order supplies through the IP System and Purchasing and prepare purchase requisitions for any outlets
Inspect the food coming from support departments to assure freshness and quality; properly label and date all products to ensure safe keeping and sanitation
Analyze financial reports on a daily, monthly, and yearly basis; identify and implement cost-cutting measures and initiatives, able to contact engineering department or other vendors to repair equipment
Maintain direct communication with guests for special requests and large party reservations

Required for All Jobs

Performs other job-related duties as requested
Proof of eligibility to work in the United States

Education

Education Level	Education Details	Required/ Preferred
High School Diploma, GED or equivalent		Required

Work Experience

Experience	Experience Details	Required/ Preferred
2+ Years of Prior Relevant Experience	Supervisory experience	Required

Additional Requirements

Details	Required/ Preferred
Work varied shifts, to include weekends and holidays	Required
Experience working in a similar resort setting	Preferred
Bilingual, English as the primary or secondary language	Preferred

Knowledge, Skills and Abilities

KSAs
High volume restaurant management or supervisory experience
Able to effectively communicate in English, in both written and verbal forms
Basic knowledge of computer software to include Outlook, MS Word, Excel, and PowerPoint as well as office equipment, i.e. telephone, copier, fax machine
Effective listening abilities with strong judgment skills
Excellent customer service skills and interpersonal skills to effectively communicate with all business contacts

Physical Requirements

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirement	N/A	Rarely	Occasionally	Frequently	Constantly	Weight/ w.p.m.
Balancing				X		
Bending				X		
Carrying __pounds				X		_15_po unds
Clear speech - simple				X		
Clear speech - complex						
Climbing						
Crawling						
Crouching				X		
Distant vision						
Driving - auto/van						
Driving - limousine						
Flexibility - upper body				X		
Flexibility - lower body						
Hearing/Listening				X		
Kneeling				X		
Lifting __pounds				X		_50_ pounds
Near vision						
Normal vision				X		

Physical Requirements

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Physical Requirement	N/A	Rarely	Occasionally	Frequently	Constantly	Weight/ w.p.m.
Pushing/Pulling				X		
Reaching				X		
Sitting				X		
Standing - 5 hours minimum				X		
Stooping						
Typing __w.p.m.				X		_45_w. p.m.
Walking				X		

Work Environment

While performing the duties of this job, the associate is required to work within the selected work environments.

Work Environment	N/A	Rarely	Occasionally	Frequently	Constantly
Communication - verbal				X	
Communication - written					
Confined area					
Contacts - works alone				X	
Contacts - works around others					
Contacts - works with others					
Exposure to dust / dirt					
Exposure to fumes / odors					
Extreme cold					
Extreme heat					
Fast pace				X	
Hazardous conditions - Chemicals					
Hazardous conditions - high structures					
Hazardous conditions - high voltage					
Indoors				X	
Noise levels - low to moderate				X	
Noise levels - low to high					
Office conditions				X	
Outdoors					
Restricted area					

Work Environment

While performing the duties of this job, the associate is required to work within the selected work environments.

Work Environment	N/A	Rarely	Occasionally	Frequently	Constantly
Shifts					
Smoke				X	
___% Travel					
Vibration					
Wet/Humid					

Mental Requirements

While performing the duties of this job, the associate is required to work within the selected mental requirements.

Mental Requirement	N/A	Rarely	Occasionally	Frequently	Constantly
Analytical				X	
Clerical				X	
Comprehension				X	
Crisis incidents					
Customer service				X	
Decision making				X	
Fatigue					
High pressure				X	
Judgment				X	
Long hours					
Math skills - advance				X	
Math skills - basic					
Memorization				X	
Organization				X	
Perception				X	
Reading - simple				X	
Reading - complex					
Repetition				X	
Safety hazards					
Tight deadlines				X	
Working conditions				X	
Writing - simple				X	
Writing - complex					