

Job Description

Job Title: Seasonal Food & Beverage Manager

Department: Food & Beverage

Supervisor: Vice President

Exempt Status: Non-Exempt

Summary

The **Seasonal Food & Beverage Manager** is responsible for overseeing food and beverage operations at **Mallory's Café, Cool Creek Lounge, and Bennett's Brew** during the ski season. This role includes managing staff, creating menus and drink specials, handling ordering and inventory, maintaining equipment, and ensuring products and pricing are accurately set up in the POS system. The Food & Beverage Manager will lead with a hands-on approach, ensuring excellent guest service, safe food handling, and efficient operations in a fast-paced seasonal environment.

Essential Duties and Responsibilities

Responsibilities include the following. Other duties may be assigned.

Operations Management

- Oversee daily operations of Mallory's Café, Cool Creek Lounge, and Bennett's Brew.
- Manage ordering, receiving, inventory, and vendor relations for all outlets.
- Ensure proper product setup and pricing in the POS system.
- Maintain cleanliness, safety, and readiness of equipment and facilities.
- Ensure compliance with food safety, sanitation, and responsible alcohol service standards.

Staffing & Training

- Recruit, hire, train, and schedule seasonal food and beverage staff.
- Provide leadership, coaching, and feedback to team members.
- Maintain staffing levels to meet guest service and operational demands.

Menu & Promotions

- Develop and implement seasonal menus and drink specials.
- Monitor pricing, profitability, and guest feedback.
- Collaborate with owners for promotions and events.

Customer Service

- Lead by example to deliver outstanding guest service.
 - Handle guest concerns in a professional and timely manner.
 - Create a welcoming and safe environment for all guests.
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Supervisor Responsibilities

- Directly supervises seasonal food and beverage staff.
 - Carries out supervisory responsibilities in accordance with company policies and applicable laws.
 - Responsibilities include interviewing, hiring, training, scheduling, directing work, evaluating performance, rewarding, and disciplining employees.
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Competencies:

To perform the job successfully, an individual should demonstrate the following:

- **Leadership:** Leads by example, motivates team, and fosters a positive work culture.
- **Organization:** Prioritizes tasks, manages multiple outlets, and meets deadlines.
- **Customer Service:** Responds promptly to guest needs; maintains professionalism under pressure.
- **Communication:** Listens and communicates clearly with staff, management, and guests.
- **Problem Solving:** Identifies issues quickly and resolves them effectively.
- **Technical Skills:** Proficient with POS systems, Microsoft Suite, and Canva.
- **Adaptability:** Works effectively in a fast-paced, seasonal environment with changing demands.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or GED required; Associate's or Bachelor's degree in Hospitality, Business, or a related field preferred.
- Previous supervisory or management experience in food & beverage operations preferred.

Language Skills

- Ability to read, analyze, and interpret general business documents, policies, and procedures.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, staff, guests, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.
- Ability to apply concepts of basic algebra and accounting to ordering, pricing, and inventory management.

Reasoning Ability

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

Computer Skills

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

- Experience using Canva for marketing and promotional materials.
- Familiarity with POS systems and ability to set up products and pricing.

Other Qualifications

- Certifications: ServSafe Certification and Bartender Certification (or willingness to obtain prior to start of season).
 - Strong leadership, organizational, and communication abilities.
 - Must be flexible to work nights, weekends, and holidays during the ski season.
 - Willingness to assist in hands-on operations when needed.
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Seasonal Position Details

- **Duration:** Winter Ski Season (approximately November–March).
 - **Schedule:** Full-time seasonal, including evenings, weekends, and holidays.
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Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, bend, lift, and carry supplies. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee will be exposed to typical food service environments. This includes exposure to kitchen equipment, cleaning chemicals, moderate to loud noise levels, and a fast-paced atmosphere.

Equal Opportunity Statement

Seven Oaks Recreation is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, pregnancy status, sex, age, marital status, medical conditions, sexual orientation, gender identity or expression, veteran and/or disability status.

