



## Highland Mountain Café/Bar Manager

The Café/Bar Manager is responsible for leading a team of up to 10 staff members in the efficient and profitable operation of the Café and Bar at Highland Mountain Bike Park. Responsible for the day-to-day operation during the mountain bike season. Candidates must work well in a fast-paced environment, be friendly and courteous to customers and have key organization skills.

### Duties and Responsibilities:

- Oversee all functions of the café/ bar
- Work in conjunction with Assistant Café/Bar Manager
- Train new employees and provide ongoing training for all café/bar staff
- Manage up to 10 employees
- Communicate well with staff to insure a positive work environment
- Oversee opening and closing responsibilities
- Create work schedules for café/bar staff on a monthly basis
- Be able to lead staff during peak work hours
- Place weekly orders from various food/beverage vendors
- Monitor food costs on a weekly basis
- Track inventory and waste management
- Meet with key management staff to review café/bar financials monthly
- Keep work stations and storage areas clean and organized
- Maintain a clean and safe work environment at all times
- Resolve staff and customer conflicts as needed
- Properly maintain and use all café equipment per manufacturer's and company specifications

### Job Qualifications:

- High School Diploma, College education preferred
- 2–3 years' experience in the food service industry
- Computer proficiency with programs such as Microsoft Word, Excel and POS software
- Must have flexible schedule and be able to work weekends/holidays during the mountain bike season
- Well-organized, detail-oriented and able to multi-task
- Must have excellent verbal and communication skills
- Frequently required to lift and move heavy items
- Must be able to stand for extended periods of time
- Proficient with use of food service equipment and sharp knives
- Must attend liquor training class and enforce a strict liquor policy

If interested, please send in an application to [jobs@highlanmountain.com](mailto:jobs@highlanmountain.com) or fax to (603)286–2882