

# BEAR LAKE RESERVE

## Job Descriptions: Lake Club and F&B Team

### LAKE CLUB DIRECTOR

- Oversees day to day Lake Club operations and all staff that works at or from the lake club. Oversees and executes front of the house payroll. Lake Club Director oversees the Food and Beverage department, the housekeeping department, Bear N Bean, lake club maintenance, and transportation. With each department comes its own responsibilities in which the lake club director oversees and executes. Stays up to date on licensing for the business and operations. Maintains proper levels of staffing and employment, orders the necessities for all departments and maintains Square for all operations, tracking sales and reporting as such. Stays in direct communication with departments along with daily walkthroughs for maintenance on building, staff, cleanliness, and operations. Working with activities so that events held are running smoothly and is involved in the planning and availability of lake club staff and the building itself for events and special occasions. Making sure that correct records are being kept for such things as pool chemicals and making sure that we have the supplies and chemicals for all amenities. The Lake Club Director is also on call 24/7 for any issues that may arise.

### FOOD AND BEVERAGE MANAGER

- Overseeing payroll, scheduling, management, ordering of liquor beer and wine, overseeing F&B staff, Bear N Bean, overall experience for both members, guests and staff. Oversees front of house operations and brings the energy and experience to everyone who comes to the lake club while managing planned events and special occasions that take place.

### ASSISTANT FOOD AND BEVERAGE MANAGER

- Executes and makes the schedule, the orders for liquor wine and beer(along with other supplies we need weekly and monthly(alsco)), does monthly inventory of all F&B merchandise, manages hourly staff, completes payroll, oversees Bear N' Bean staff and operations. Aids the Food and Beverage Manager in overall Front of House operations. Communicates with members and guests for requests, reservations and problem solving. Oversees that the restaurant is running as should and that staff is properly opening, closing and maintaining the restaurant.

### SUPERVISORS

- Hourly individuals who oversee fellow hourly staff, which includes bartenders and servers, with day to day operations. When new servers or bartenders are brought into employment, they are part of the training process and the maintaining of jobs

and roles of staff. Opening and closing the restaurant, making sure staff is in uniform, staff is performing job well and executing duties as a server or bartender. They assist in the behind the scenes operations such as locking all doors, making sure the restaurant and club are cleaned and closed properly and assisting with members and guests.

## SERVERS

- The serving staff are responsible for the overall dining experience in the lake club restaurants. They personally serve and greet members and guests and their overall responsibility is attending to diners before, during, and after their meals by helping them place, receive, and pay for their orders. They also ensure the timely delivery of food and beverages by checking on their tables periodically throughout the service time.

## BARTENDER

- Bartenders work directly with customers by mixing and serving drink orders. Their responsibilities include verifying age requirements, knowing alcohol pairing and tastes, knowing how to make traditional and classy drinks, processing payments, managing inventory and cleaning bar supplies.

## HOSTS/HOSTESS

- These employees are responsible for welcoming members and guests in a warm and friendly manner, opening the front door as they see people coming in, creating conversation, and constantly engaging. Ascertain their dining needs. Seats guests and manages the seating chart. Monitors restaurant activity to determine seating and dining flow. Responds to guest inquiries and requests in a timely, friendly, and efficient manner.

## BEAR N' BEAN

- A Barista in Bear N' Beans warmly welcomes customers into their establishment. They create and serve hot or cold beverages, often tailored to the customer's preferences. They are responsible for taking customer orders and payments. They also clean and sanitize their work areas and equipment/tools while also maintaining retail areas and making sure all clothes and merchandise are presented neat and clean.



# BEAR LAKE RESERVE

**Job Title:** Sous Chef

**Pay:** TBD

**Location:** Bear Lake Reserve Lake Club: 503 Harbor Ridge Dr. Tuckaseegee, NC 28783

**Shift:** Full-time

**Job Description:** The Sous Chef is a leadership role for the kitchen operations. It is the Sous Chefs responsibility to create a 5-star culinary experience and atmosphere for every guest, every meal, and every day focusing on quality, execution, and consistency. You are talented and creative and looking to use your experience to co-run a successful kitchen with the Executive Chef. While assisting the Executive Chef in overseeing culinary functions, you'll also lead a team of kitchen staff and oversee kitchen safety and sanitation.

## **Job Responsibilities and Duties:**

- Day-to-day management of service and production, including managing product utilization for targeted food cost and managing work schedule of culinary and ware washing staff for appropriate labor cost
- Assists in managing the menu matrix to ensure a variety of guest experiences and most efficient production
- Assists in menu development, testing, training, and implementation
- Works with Dining Room Management team to achieve smooth, effective service periods
- Schedules culinary teams for full coverage of operations and control of labor costs
- Tracks and reports all daily, weekly and monthly labor and food costs
- Assists in ordering and control of food and operating costs
- Maintains a professional atmosphere in the kitchen at all times
- Communicates with other departments to assure seamless operations

## **Benefits:**

- Overtime offered
- Flexible schedule
- Opportunity for growth
- Staff discounts
- Access to amenities on property

# BEAR LAKE RESERVE

## **Pastry Assistant Job Description**

The Pastry Assistant is responsible for the preparation and production of breads, pastries, cakes, and other baked goods, culinary prep work, and guest service.

### **Job Duties:**

- Maintain a clean and well organized work area; ensure all equipment is well cleaned and maintained and in a safe and good working order; cleans and organizes all stations, coolers, sinks, and walk-ins at end of shift.
- Checks daily forecasts and BEOs in order to prepare, set-up properly, and for accurate information; writes and follows daily checklist consistently.
- Accountable for proper rotation and dating of all food items.
- Ensure all items are prepared and presented to quality standards; prepare and plan in advance to ensure readiness for events.
- Check food items daily for quality and freshness.
- Possess the ability to write and follow daily check list consistently.

### **Requirements:**

- High school diploma. Culinary training and/or certifications preferred.
- At least one year of related culinary experience in a full-service restaurant. The ideal candidate will have had two years of prior experience in a fine dining/upscale dining environment. An equivalent combination of education and experience may be considered.
- Knowledge of food sanitation procedures. ServSafe certification preferred.
- Ability to work effectively in a fast-paced, team dynamic environment with time sensitivities and production deadlines.
- Strong organizational, planning and time management skills.
- Read and execute recipes.
- Work effectively with minimal supervision.
- Take initiative and be proactive where appropriate.
- Exercise good judgment and creatively problem solve as necessary.
- Be professional in both appearance and demeanor.

### **Physical Requirements:**

1. Able to sit, stand, twist, bend, push, pull, walk, and lift up to 50 pounds on a regular basis for periods of up to 10 hours or more per day.
2. Able to work effectively in a kitchen environment with extremes in temperature (heat, cold, humidity) for an extended period of time.

# BEAR LAKE RESERVE

**Job Title:** Line Cook

**Pay:** \$18/hr

**Location:** Bear Lake Reserve Lake Club – 503 Harbor Ridge Dr. Tuckasegee, NC 28783

**Shift:** Flexible, Full/Part Time

**Job Description:** Country club atmosphere with upscale restaurant service. Looking for experienced (or willing to learn) line cooks. Great opportunity to learn and grow with Michelin-trained chef and team.

**Responsibilities:**

- Efficiently prepares food items as ordered
- Prepares and maintains the line as required by the menu
- Exercises food safety and kitchen sanitation practices in order to deliver a quality product
- Maintains cleanliness and working order of work area, tools, equipment, and supplies
- Helps keep walk in cooler / freezer organized

**Requirements/Qualifications:**

- Knowledge of and ability to prepare and cook food
- Ability to prioritize, organize, and manage multiple tasks
- Hardworking, positive attitude and willingness to learn

**Benefits:**

- \$19/hr after 1 season
- Overtime offered
- Flexible schedule
- Opportunity for growth
- Staff discounts
- Access to amenities on property

# BEAR LAKE RESERVE

**Job Title:** Pool-bar Line Cook

**Pay:** 15/hr

**Location:** Bear Lake Reserve Lake Club: 503 Harbor Ridge Dr. Tuckaseegee, NC 28783

**Shift:** Full/Part Time

**Job Description:** The Line Cook position at the Pool-bar is responsible for cooking and preparing food according to recipes and production guidelines while adhering to food safety, food handling, and sanitation procedures. The individual should safely handle knives and equipment such as grills, fryers, ovens, etc.

**Job Duties and Responsibilities:**

- Arranges, garnishes, and portions food according to established guidelines
- Cleans and sanitizes work areas, equipment, and utensils
- Sets up workstation with all needed ingredients and equipment
- Maintain a positive and professional approach with coworkers and customers.
- Prepare food for service
- Stock inventory appropriately.

**Benefits:**

- Overtime offered
- Flexible schedule
- Opportunity for growth
- Staff discounts
- Access to amenities on property

# BEAR LAKE RESERVE

**Job Title:** Dishwasher

**Pay:** \$16/hr

**Location:** Bear Lake Reserve Lake Club – 503 Harbor Ridge Dr. Tuckasegee, NC 28783

**Shift:** Flexible, Full/Part Time

**Job Description:** Country club atmosphere with upscale restaurant service. Looking for experienced (or willing to learn) dishwashers or individuals looking to jumpstart their careers in the restaurant/culinary industry. Great opportunity to learn and grow in a kitchen with Michelin-trained chef and team.

**Responsibilities:**

- Clean and sanitize dishes in a food service environment to ensure the kitchen has a steady supply of clean plates, bowls, silverware, pots, pans, and glasses.
- Prioritize loads of different types of kitchenware, handwashing dishes, loading the dishwasher, and placing dishes to dry.
- Organize dishes and place kitchenware in their respective areas once dry.
- Maintain a clean and tidy work area.
- Follow health and safety guidelines.
- Additional responsibilities may include assisting with prep work, taking trash to dumpster area, and assisting other kitchen team members with closing duties.

**Requirements/Qualifications:**

- Ability to prioritize, organize, and manage multiple tasks.
- Hardworking, positive attitude and willingness to learn.
- Effective listening and communication skills.

**Benefits:**

- Overtime offered
- Flexible schedule
- Opportunity for growth
- Staff discounts
- Access to amenities on property