

Job Description

Job Title: Coach House Supervisor

Revised Date: January 2004

Department: Food Service

Pay Grade: _____

Reports to: Food Service Manager

General Position Summary:

Manages the day to day operations of the Coach House including hiring and supervision of summer staff, and supervision of Conference Assistants assigned to the Coach House. Insures stock is ordered and maintained. Waits on customers.

Essential Functions/Major Responsibilities:

1. Hire, train, schedule, supervise and motivate the staff to provide quality service, food, and beverages to our guests.
2. Plan menus, establish menu cost, and establish pricing which are attractive to our guests and generate budgeted revenue projections.
3. Assure proper procedures for food preparation and presentation are met.
4. Assure all health code requirements are met and that the Coach House is always in a high state of cleanliness.
5. Keep an accurate inventory, order and stock supplies within the expense budget.
6. Maintain accurate daily labor, food, and cash reports.
7. Create and maintain the appropriate atmosphere as directed by the food service manager.
8. Develop and use appropriate promotions to increase sales to meet revenue budget.
9. Maintains a consistent Christian testimony and actively pursues spiritual growth.

Secondary Responsibilities:

1. Enhance the conference center ministry in all ways possible.
2. All other duties as assigned.

Qualifications/Skills Required (including education and experience):

- A Christian in agreement with CBCC's statement of faith and a growing personal relationship with Jesus Christ.
- One to two years experience successfully managing a snack bar or deli.
- Ability to promote the Coach House and establish outstanding customer service including positive long-term relationships with our guests.
- A high school diploma and demonstrated business math skills.

Physical Activities Required:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Standing | <input type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Bending |
| <input type="checkbox"/> Stooping | <input type="checkbox"/> Kneeling |
| <input type="checkbox"/> Crawling | <input type="checkbox"/> Climbing |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Talking |
| <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Reaching |
| <input checked="" type="checkbox"/> Seeing | <input type="checkbox"/> Recognize colors |
| <input checked="" type="checkbox"/> Repetitive motions of hands/wrists | |
| <input type="checkbox"/> Pushing _____lbs. | <input type="checkbox"/> Pulling _____lbs. |
| <input checked="" type="checkbox"/> Lifting <u>50</u> lbs. | <input checked="" type="checkbox"/> Carrying <u>50</u> lbs. |

Describe any other physical activities required:

Supervisor Approval _____ **Date** _____

Manager Approval _____ **Date** _____