



10948 E. Bayshore Rd.
Marblehead, OH 43440
Phone: (419) 798-4434

employment@baypointresortandmarina.com

Shores Back of House Manager

Seasonal, Full-time, approximate starting and ending dates: 2/1/21 to 11/13/21

Job Summary:

As the Kitchen Manager, you will oversee the daily operations of the kitchen and other back-of-house staff. We expect a team effort from our Kitchen Manager to ensure continued quality and success. You will monitor expenses and complete a daily sales summary reports and other accounting records. You will be responsible for placing all food orders, working with FOH Manager and all staff to reduce food waste on a daily basis.

Duties and Responsibilities:

- Hire and train kitchen employees
- Employee schedules:
 - Develop flexible schedules to adhere to the needs of the business
 - Manage daily schedule and always have a backup plan
 - Lead all key shifts
- Conduct cross training of all able staff members
- Manage daily kitchen operations for moral and teamwork
- Complete line check documents, with full notes and communication to staff involved
- Manage food inventory, placing food and beverage orders as needed
- Work with staff to reduce food waste on a daily basis
- Ensure compliance with food safety regulations based on our training and the State of Ohio Department of Health
- Communicate with Front of House Manager on daily and weekly staffing & ordering needs
- Complete Red Book notes throughout the day and communicate issues to employees as necessary
- Adhere daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

Skills and Qualifications:

- Possess a strong base of culinary knowledge
- Skills to include: Leadership, interpersonal and conflict resolution
- Attention to detail
- Physical requirements to include but, not limited to the following: standing, sitting, hearing, speaking, reaching/lifting/pushing/carrying up to 30 pounds, bending and walking
- Ability to use computer and Point-of-Sale (POS)
- Flexible work environment require adaptability to stand on your feet, fast-paced, noisy and with temperature variations.
- Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures

- Any offer of employment will be contingent up satisfactory completion of background verification.

Bay Point Resort and Marina is an Equal Opportunity Employer