



Jupiter Island Club

JOB DESCRIPTION

Jupiter Island Club is looking for a Year-Round, Full-Time, Assistant Gourmet Store Manager with extraordinary service standards and excellent interpersonal skills. Country Club experience is preferred.

Compensation is commensurate with experience and includes a bonus potential.

Jupiter Island Club's generous benefits package includes the option for medical, dental, vision and pet insurance. Life Insurance is provided. Voluntary insurance products are available and 401(k) with company match plus munificent Holiday, personal and vacation time.

Please apply online at www.Jupiterislandclub.com/employment

Job Title: Chef's Cupboard Assistant Manager

Job Number: 015-314

Department: Food & Beverage

Reports To: Chef's Cupboard Manager

FLSA Status: Non-Exempt

Date: 2020

SUMMARY: The Assistant Chef's Cupboard Manager is responsible for overseeing the daily operations of the Chef's Cupboard and ensures that established quality standards for service and productivity are maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES and other duties as may be assigned related to this position:

Assists Members with their daily needs, orders and purchases. Anticipates the needs/requests of Members and guests, so we may provide proactive service at all times.

Keeps Chef's Cupboard Manager informed of all relevant information including staff compliance with established standards.

Maintains a high level of Member contact during service hours.

Provides training to develop staff and utilize cross training methods to improve productivity.

Monitors customer traffic and makes appropriate adjustments to decrease waiting time and increase sales and services. Coordinates work of staff to promote efficiency of operations.

Works with Culinary team to expedite catering orders and special food requests.

Displays team-building skills and always handles all assignments with a positive and enthusiastic attitude.

Monitors products, equipment and services to ensure compliance with established safety standards, policies and procedures.

Responsible for product management including ordering, receiving, price changes, handling damaged and expired items. Maintains inventory levels.

Supervises staff in a consistent and fair manner. Maintains steady productivity through close observation. Provides direction when necessary.

Handles Member and guest routine comments in a professional manner and according to established policies; refers any significant issues to the Chef's Cupboard Manager.

Ensures that supplies are utilized properly and cost effectively as per standards.

Ensures that all food and supplies are stored and/or maintained under proper conditions as per standards.

Inspects all unit storage facilities each day so that proper temperatures and conditions are maintained.

Assures that staff adheres to all Club policies and procedures and department SOPs including emphasis on uniforms, hygiene and sanitation standards.

Prepares daily reports detailing sales, problems, complaints, ideas, employee feedback, etc.

Consistently monitors and enforces all rules and regulations as set forth in the Club's Employee Handbook.

Makes sure safety procedures are being followed and adheres to reporting requirements in accordance with Club policy.

Presents a professional image and demeanor.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises subordinate employees. Carries out supervisory responsibilities in accordance with the Club's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work, appraising performance; rewarding employees; addressing complaints and resolving problems. Develops on-going professional development and training programs for Food and Beverage department captains/supervisors. Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws. Ensures a safe working environment for all employees.

OCCUPATIONAL HEALTH AND SAFETY:

The Club is committed to fulfilling its obligations under the Occupational Health and Safety Act and associated health and safety Regulations and Codes of Practice. To assist us with this process employees are reminded that they also have obligations under the Occupational Health and Safety Act. These obligations are:

1. While at work an employee must take reasonable care for his or her own health and safety and for the health and safety of anyone else whom may be affected by his or her acts or omissions at the workplace;
2. Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
3. Not to willfully or recklessly interfere with or misuse anything provided in the interests of health safety or welfare;
4. Not to willfully place at risk the health and safety of any person at the workplace.

The Club has provided employees with appropriate face coverings and protective equipment. Employees are reminded that this equipment should be worn when required at work and maintained in a clean and safe working condition. This equipment will be replaced on a fair wear and tear basis and replacement may be arranged by contacting your department manager. The Club is committed to working with its employees to ensure an environment that is safe and without risks to health.

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: Associate degree or equivalent from two-year College or technical school in hospitality or business and three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS Florida Safe Food Handling Certificate required. Florida Safe Serve Alcohol Certificate required. Culinary, Sommelier and or Club Management certifications advantageous. Valid driver's license required for driving company vehicles.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch or crawl; and climb or balance. The employee is regularly required to lift and/or move up to 25 pounds and is occasionally required to lift and/or move up to 50 pounds. To perform the essential functions of this job, the employee must have the sensory abilities to taste, hear, speak and smell. The employee must be able to identify and distinguish colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and is occasionally exposed to wet, humid conditions (not weather related); extreme heat and cold (not weather related); fumes and airborne particles; toxic or caustic chemicals; and moderate noise and vibration. The employee regularly works near mechanical parts; works in high, precarious places; and could be subjected to the risk of electric shock.