

**PORT LUDLOW ASSOCIATES
POSITION DESCRIPTION**

FLSA: Salaried -Exempt

POSITION TITLE: Deli Manager

DIVISION/DEPARTMENT: Pro Shop – Niblicks Deli

REPORTS TO (TITLE): Director of Golf

SUPERVISES: Deli/Beverage Cart Attendants

DATE : May 28, 2003, 9/18/08, 9/10/09

BASIC FUNCTION:

To provide members and guests with quality food and beverage products in a clean atmosphere with the best possible service. Supervise deli attendant staff, order product, conduct monthly inventory, coordinate banquet functions, and audit daily point of sales reports.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

- High School Diploma or equivalent preferred.
- Minimum Age – 21 years – Serves Alcoholic Beverages
- Prefer three years of management experience in food and beverage industry.
- Banquet and menu management experience preferred.
- Food Handler’s permit and Alcohol permit required.
- Adhere to Washington state law regarding the sale of alcoholic beverages.
- Excellent customer services and communications skills are essential.
- Self-motivated and self – starter, team member.
- Must be able to work a variety of shifts, weekends and holidays.

ESSENTIAL FUNCTIONS:

1. Supervises deli attendant staff to include interviewing, hiring, training, discipline, and scheduling.
2. Ensure the deli attendants follow proper operating procedures.
3. Maintain adequate inventory levels, minimize food costs, and maintain inventory records, process invoices for payment, control spoilage.

4. Keep within health department guidelines to ensure all food and beverages are quality products and used by dates intended.
5. Work with group contacts to up sells food and beverage products, coordinating banquets, and promoting the facility.
6. Audit daily sales reports, keep point of sale system up to date with changes, produce and maintain monthly sales reports.
7. Provide prompt and courteous service to guests to ensure all guest experiences are distinctively supreme.
8. Set up restock, maintain, organize and clean food preparation and storage areas.
9. Monitor the quality and consistency of all food served from the deli.
10. Assist in directing and correcting the presentation and portioning of food according to standards.
11. Follow daily sales opening and closing procedures, demonstrate accurate money handling and ensure all sales are accounted for as required.

MARGINAL FUNCTIONS:

1. Attend all mandatory meetings
2. Uphold the company’s Mission/Vision/Values.

ENVIRONMENT:

Work is performed on concrete, tile, linoleum, rubber mats, carpet and stairs. Floors can be wet at times. Rubber soled shoes are required. When working as Beverage Cart Attendant will drive motorized golf cart on golf course. May encounter inclement weather conditions while working outdoors.

ACCOUNTABILITY:

Responsible for preparation of all menu items according to standards.
Responsible for accurate accounting of product sales and payment transactions.

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
High Heat	X	
Excessive Humidity/Dampness		X
Noise/Vibrations – Some	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles – Vans	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking				X
Bending Over			X	
Crawling		X		
Reaching				X
Crouching		X		
Kneeling		X		
Balancing			X	
Pushing/Pulling				X
Lifting/Carrying				X
10lbs or less				X
11lbs to 25lbs				X
26lbs to 50lbs		X		
51lbs to 75lbs		X		
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity				X
repetitive wrist movement				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE