

PORT LUDLOW ASSOCIATES

POSITION DESCRIPTION

POSITION TITLE: Deli Manager – Niblick’s Deli

BASIC FUNCTION:

To be the Northwest’s best. To provide members and guests with quality food and beverage products in a clean, friendly atmosphere with a focus on guest first customer 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 required.
- Valid Washington State driver’s license.
- Minimum Age – 21 years – Serves Alcoholic Beverages
- Prefer three to four 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.
- A team leader and shall lead by example. It is important to inspire motivation and anticipation in all team members.
- Must be able to work a variety of shifts, weekends and holidays.
- Learns and adapts to new tasks or situations quickly and cooperatively.

ESSENTIAL FUNCTIONS:

1. Supervises deli attendant staff to include interviewing, hiring, training, discipline, and scheduling.
2. Schedule staff according to established weekly labor budget and arrange for coverage of vacant shifts and fill in as needed.
3. Ensure the deli attendants adhere to organizational and department policy and procedures.
4. Maintain adequate inventory levels, minimize food costs, and maintain inventory records, process invoices for payment, control spoilage.
5. Keep within health department guidelines to ensure all food and beverages are quality products and used by dates intended.

6. Work with group contacts to up sell food and beverage products, coordinating banquets, and promoting the facility. Meet with staff at all levels to plan for future functions as well as the needs of the current expectations.
7. Ability to calculate food costs, menu pricing, discounts, percentages, inventory and volume. The Deli Manager must understand P&L statements and be able to present capital requirements.
8. Work with Director of Golf or General Manager to develop weekly, monthly and annual operating budget.
9. Negotiate with suppliers for favorable rates and delivery schedules.
10. Evaluate suppliers as necessary and investigate new sources of supply
11. Conduct periodic price comparisons with other sources.
12. Provide prompt and courteous service to guests to ensure guest first customer service.
13. Set up restock, maintain, organize and clean food preparation and storage areas.
14. Monitor the quality and consistency of all food served from the deli.
15. Assist in directing and correcting the presentation and portioning of food according to standards.
16. Responsible for daily sales opening and closing procedures, demonstrate accurate money handling and ensure all sales are accounted for as required.
17. Keep menu items new and fresh.
18. Accepts direction willingly and follows through with delegated tasks.
19. Accepts and offers feedback and suggestions openly and respectfully.

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.