



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT JOB DESCRIPTION

TITLE: Barback / Food Runner

REPORTS TO: Restaurant Manager

DEPARTMENT: Food & Beverage

FLSA STATUS: Non-Exempt (Hourly)

JOB SUMMARY

The Barback / Food Runner presents a positive attitude, friendly disposition, and professional manner when performing tasks to support the bartender and other staff members to ensure that Front of the House operations run smoothly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assisting with opening and closing duties, such as restocking the bar with garnishes, straws, and napkins, ensuring that Bartenders have clean towels, glassware, etc.
- Ensuring bar is well-stocked with ice, liquor, wine, and beer.
- Checking taps and appliances to confirm that they are working properly, making minor repairs, or changing out kegs, if needed.
- Keeping the bar clean by wiping down surfaces, sweeping and mopping, removing soiled glassware, scrubbing coolers and storage areas, and emptying trash receptacles.
- Learning about menu items and memorizing cocktail recipes.
- Taking orders, bussing tables, opening tabs, and processing payments especially during peak hours.
- Delivering food orders from the kitchen to customers' tables rapidly and accurately – attention to detail is a must.
- Acting as the point of contact between Front of the House and Back of the House staff.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of menu items, including beers, wines, cocktails and liquors
- Communicating food orders to chefs, paying attention to priorities (e.g. food allergies)
- Basic math and computer skills.
- Observant and thorough, responsible and punctual.
- Outstanding verbal communication and people skills.
- Ability to carry on natural conversation with guests.
- Familiarity with a POS system.
- Organization and attention to detail, and ability to work as part of a team.
- Experience in the resort/hospitality industry helpful.

- Must be able to read menus.
- Ability to clearly communicate guests' needs to servers, managers, bartenders, etc.

LICENSURE / CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent.
- Minimum age to serve alcohol.
- TEAM and or TIPS Certification (or within 30 days of hire).
- Participation in ongoing training and education.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Flexible schedule which may include days, evenings, weekends, and holidays.
- Must be able to lift and stack objects up to 75 pounds occasionally and frequently exert 10 to 30 pounds of force to lift, carry, or otherwise move objects.
- Work involves frequent periods of standing and walking, stooping, kneeling, crouching, twisting/turning, reaching, and bending at the waist.
- Ability to work and handle stress arising from demands in production.
- Tolerate, at times, extreme temperatures like refrigerators (36F) and kitchens (+100F) for one or more hours.
- Talk and hear effectively during times of added noise and stress.
- Exposure at times to inclement weather.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Restaurant Manager's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Restaurant Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date