

ASSISTANT FOOD & RETAIL MANAGER

Location: Cape May, NJ

**Rate: \$51,655-\$60,771
(Grade K)**

Opening Date: February 16, 2017

Closing Date: March 24, 2017

I. POSITION SUMMARY

The Assistant Food and Retail Manager – oversees the development, planning, operation, and administration of seasonal Food and Retail activities at the On the Rocks Bar & Grill in compliance with applicable local, state and federal regulations. This position is the primary contact for the day to day operations and maintenance of the On the Rocks Bar & Grill, grab and go and retail operations. This position is considered essential and is subject to call 24 hours a day as may be necessary to maintain continuous operation of the Authority facility.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages budget for On the Rocks Bar & Grill
- Manages staff and systems associated with all terminal food and retail operations
- Maintain the highest consistent standards of DRBA
- Maintain the highest Customer Service Standards at all times
- Ensure all employees adhere to DRBA policies and standards
- Investigate and resolve complaints concerning food quality and service
- Enforce sanitary practices for food handling, general cleanliness and maintenance of dining areas
- Manages and develops facility food and beverage staff
- Participates in the development of marketing and branding strategy
- Provides support at Authority sponsored events
- Develops and conducts relevant, site-specific training programs for staff
- Develops and implements site-specific contingency plans
- Controls inventory and ordering activities
- Report maintenance issues to Food and Retail Manager
- Provides effective leadership for day to day operations
- Performs all tasks and duties assigned by supervisor
- Provide the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of all local, state and federal laws, regulations, and certification requirements applying to food
- Knowledge of management principles and practices relating to food operations, safety, and maintenance
- Knowledge of financial practices related to food and beverage management
- Demonstrate ability to train and manage food and beverage staff
- Lead and motivate food and beverage staff
- Identify, develop, and implement strategic and tactical plans and solutions
- Possess effective oral and written communication skill
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate's degree in Hospitality or culinary food-related discipline or appropriate equivalent experience
- Three (3) years of experience in a related field
- One (1) year of experience in related supervisory role

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license
- Food Protection certification
- Ability to obtain valid U.S. Coast Guard document
- Ability to obtain Transportation Worker Identification Card (TWIC)
- Alcohol Awareness certification

VI. WORK CONDITIONS

- This position will spend 95% of the time standing
- Direct contact with customers, managers and employees
- Behaves professionally and can be flexible in changing environment
- Must be able to carry loads greater than 35 pounds and able to transport 70 pounds regularly

VII. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical and drug testing
- Must be willing and available for duty at such hours, day or night, as may be required

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.