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**Job Description:** Chuckwagon Front of House Manager

**Non-Exempt:** Hourly worker and **Seasonal Summer Worker**

**Position Summary:**

Manage the front of house staff and ensure great experiences for our guests while they dine in the Chuckwagon.

**Responsibilities and Duties:**

- Greet and serve guests in the Chuckwagon dining room.
- Ensure that the food is presented in a manner that is appealing to the guest.
- Clear and clean tables as the guests depart.
- Keep the silverware, trays, and plates stocked.
- Count change and operate the POS system and the credit card machine.
- Supervise the Chuckwagon Front of House staff.
- Be available to answer guests' questions and any issues.
- Train and supervise the weekly Chuckwagon Front of House volunteers.

**Other Responsibilities:**

- Other duties as assigned by the Food Service Director.

**ADA Requirements**

- Continuously
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
  - Talking
  - Hearing
  - Repetitive use of hands and arms
  - Grasping
  - Lifting 10 pounds or less
  - Carrying 10 pounds or less

- Occasionally
  - Bending Over
  - Reaching Overhead
  - Pushing or Pulling
  - Lifting 11 to 25 pounds
  - Carrying 11 to 25 pounds
- Environmental Conditions
  - Occasionally works in hot/heat inside.
  - Occasionally around chemicals.
  - Occasionally around sharp objects or tools.
  - Occasionally around wet, slippery floors or surfaces.
  - Continuously working with others.

**Qualifications and Education Requirements:**

- Previous food service experience required.
- Previous management experience preferred, but not required.

**Supervision:**

- This is a supervisory role
- The Chuckwagon Front of House Manager reports to the Food Service Director.

\*\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position. \*\*