

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <b><i>ATTRACTIONS FOOD LEAD PARTNER</i></b>	Team: Attractions Revenue
Reports to: Attractions Experience Manager	Status: Full-Time, Non-Exempt

**Summary**

*Ensures that catering events, special events, and seasonal events run efficiently and smoothly. Performs other tasks assigned by supervisors and managers. Under the direction of the Attractions Experience Manager the Attractions Food Lead Partner is responsible for performing the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Assists Senior Lead Partner with Catering and Events.
- Track catering schedules for BRG/PV. Keep records in group notebook up to date
- Confirms payment is received/and meal purchased.
- Serves guests and works catering events. Assist seasonal lead with set up for special events.
- Ensures that the pavilion kitchen and food areas are clean.
- Assist in restaurants as needed.
- Ensure that time and temperature logs are filled out.
- Assists in training partners regarding food preparation.
- Ensure the golf cart is kept clean.
- Ensure Stock Lead Partner is aware of all food transfers for catering.
- Help keep stockroom clean and organized.
- Help keep walk in cooler and freezer organized and clean.
- Ensures health codes and safety standards are followed in order to maintain a high health score.
- Maintains a positive attitude and good composure to set an example.
- Performs other duties as assigned by management.

**Qualifications**

- High school diploma or GED required.
- Minimum 2-year(s) experience in Food Service and/or catering environment preferred.
- Ability to oversee up to 10 partners.
- Must possess excellent computer skills and be proficient in MS Office, including Word, Excel, and Outlook.
- Possess an outgoing, friendly personality and the ability to provide excellent guest service.
- Possess a current driver's license and good driving record.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 30 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.