

SEE ROCK CITY, INC.
JOB DESCRIPTION

Title: <i>BIG ROCK GRILL LEAD PARTNER</i>	Team: Food Service
Reports to: Food Senior Team Leader	Status: Part-Time, Non -Exempt

Summary

Assists in ensuring that BRG is running efficiently and smoothly. Performs tasks including, but not limited to, assigning breaks, food preparation, assisting Team Leaders and managers when needed, and training partners. *Under the direction of the Senior Team Leader the 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. Grow sales by Up Selling and encouraging other partners to up sell.
- Operates cash register to conduct transactions.
- Ensure daily cash log is completed.
- Prepares and serves food.
- Restock items when needed.
- Ensure health codes and safety standards are followed in order to maintain a high health score.
- Assists in ensuring all restaurant staff is properly trained in food safety and food preparation.
- Ensures daily time, temperature, transfer, and waste controls are followed.
- Ensures portion control and food quality to minimize loss.
- Ensures that kitchen freezers are stocked at the end of each day in preparation for the next day.
- Ensures that all food preparation work is completed in preparation for the next day
- Ensures that dining room is kept in clean and organized order at all times.
- Adheres to company polices.
- Performs other duties as assigned by management.

Qualifications

- High school diploma or GED required.
- Minimum 1 year experience in Food Service environment preferred.
- Coordination and Team Leader skills with the ability to motivate, develop, and oversee others.
- 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.
- 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.