



Wolf Creek Ski Area

Employee Job Description

The following list outlines the expectations and responsibilities of each role. These job duties are essential for daily operations. This document is intended as a reference for both managers and employees. If you need any assistance filling this form out, please reach out to your direct supervisor.

Job Title: Assistant Supervisor			
Department: Food and Beverage			
Employee Name	Last:	First:	MI:
Part-time / Full-time / Holidays (Circle 1)		Avg. Hours/Day 9-10 hrs.	Avg. Hours/Week

Job Description/Daily Tasks:

The assistant supervisor must be able to work in a fast-paced environment while maintaining quality and safety standards. They are expected to assist in overseeing the quality of customer service and food preparation, so relative experience is required for this position.

This role requires attention to food safety, efficiency, and strong leadership qualities. The assistant supervisor is expected to have a thorough understanding of each role within the establishment, and ensure that all duties are completed to a high standard by the end of the day. On the supervisors days off, the assistant supervisor assumes the lead role.

Responsibilities/Expectations

• No phones or headphones permitted , except during breaks
• Arrive promptly, and clock out only once all tasks are complete
• Communicate clearly and professionally with staff and customers
• Understand proper walkie-talkie protocols
• Enforce company policies, enforce food safety, and delegate responsibilities (Know the Employee Handbook thoroughly)
• Train, supervise, and re-train staff as needed
• Assist with creating the schedule for staff and coordinate staff breaks
• Possess in depth food safety knowledge (e.g. preparing RTE and raw foods, holding temperatures, proper cooling, etc.)
• Apply FIFO standards, consolidate ingredients, and label items daily
• Oversee workflow in both the kitchen and front of house to ensure efficiency and quality is maintained
• Maintain a clean and organized establishment throughout the shift

• Assist with troubleshooting and long-term planning
• Flexibility and reliability, to coordinate coverage or cover shifts when needed
• Maintain a restock list and assist staff during peak hours by retrieving items
• Create bi-weekly order lists, update invoices and inventory, and arrive for truck(s) at 5:00 AM
• Assist in keeping all storage areas organized and clean
• Able to use dumbwaiter correctly to transport products from storage
• Problem-solving skills to resolve conflicts and deal with emergencies
• Familiar with emergency protocols (All STAR trainings and JHA)
• Perform any tasks as directed by supervisor or admin
• Assist with safety meetings weekly or bi-weekly. If an employee is unable to attend, it is their responsibility to review the material thoroughly (STAR trainings)
• Follow the dress code: long hair pulled back, nails trimmed, clean uniform shirt, non-slip shoes, and a name tag
• Maintain proper hygiene: frequent hand washing (after eating, smoking, or using the restroom)
• Prepare for cold weather with proper apparel: ski pants, snow boots, gloves, and hat

Education/Certificates Required

• Food handlers license

Physical Demands

• Standing for long periods of time (8+ Hrs./day)
• Walking to complete daily tasks (5-10 Hrs./day)
• Bending or twisting at the neck, waist, wrist, and arm repetitively (3-8 Hrs./day)
• Squatting and kneeling frequently (1-6 Hrs./day)
• Lifting up to 50 lbs. when necessary (2-6 Hrs./day)

Lifting				Carrying		
DURATION	0-2 hrs.	3-4 hrs.	5+ hrs.	0-2 hrs.	3-4 hrs.	5+ hrs.
0-10 lbs			X		X	
11-25 lbs		X		X		
25-50 lbs	X			X		

Longest distance with heaviest weight example:

Carrying a 50 lb bag of flour for 60 ft

Always ask for help if you do not feel confident lifting something

Anything over 50 lbs should have 2+ people carrying it

• Climbing and crawling may be necessary (0-2 Hrs./day)
• Repetitive hand use; simple grasping, pulling, pushing, and fine manipulation of hands (3-6 Hrs./day)
• Able to reach both arms over head and below shoulder (full shoulder range of motion)

Work Environment and Hazards

<ul style="list-style-type: none">• High altitude and Winter weather (must use caution when driving, walking, climbing, etc.)
<ul style="list-style-type: none">• Walking on uneven ground (outdoors not on walkways)
<ul style="list-style-type: none">• Exposure to bio-hazards such as blood-born pathogens, sewage, etc. (in the rare case of a customer accident; ski patrol should be contacted immediately.)
<ul style="list-style-type: none">• Exposure to gas, fumes, or chemicals (when cleaning)
<ul style="list-style-type: none">• Near heavy machinery (shuttles, snow cats, snowmobiles)
<ul style="list-style-type: none">• Exposure to extreme heat and cold