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: Manager			
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 manager must be able to work in a fast-paced environment while maintaining quality and safety standards. They are expected to oversee 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 manager 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.

Responsibilities/Expectations

- **No phones or headphones permitted,** except during breaks
- Arrive promptly, and clock out **only** once all tasks are complete
- Aid in the interview and hiring process for Prospector
- Communicate clearly and professionally with staff and customers
- Understand proper walkie-talkie protocols
- Enforce company policies, enforce food safety, and delegate responsibilities
- Train, supervise, and re-train staff as needed
- Use Paylocity to create a schedule for staff, approve time off requests, and correct time sheets
- Coordinate and manage coverage of 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

• Demonstrate adaptability and long-term planning for improvement of the team and systems
• 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
• Keep all storage areas organized and clean
• Problem-solving skills to resolve conflicts
• Familiar with emergency protocols (all STAR trainings and JHA)
• Perform any tasks as directed by admin
• Hold 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; s**imple 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

• High altitude and Winter weather (must use caution when driving, walking, climbing, etc.)
• Walking on uneven ground (outdoors not on walkways)
• 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.)
• Exposure to gas, fumes, or chemicals (when cleaning)
• Near heavy machinery (shuttles, snow cats, snowmobiles)
• Exposure to extreme heat and cold

Employee Comments:

Supervisor comments

Initial the Following:

- I understand the requirements to complete this job, and I will promptly notify my employer if I cannot do these tasks without accommodation.
- I understand that these duties are detailed, but not all encompassing, therefore, they're subject to change.
- I understand that if I do not have ***formal*** training for a task, I **cannot** preform it until I am formally trained.

Disclaimers:
Wolf Creek Ski Area is an Equal Opportunity Employer. We do not discriminate based on race, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

This job description is not a contract and does not alter the at-will employment relationship. Employment may be terminated at any time, with or without cause, by either the employee or the employer.

Employee Signature:	**Date:**
Supervisor Signature:	**Date:**