



LEAVENWORTH WINTER SPORTS CLUB

PO Box 573, Leavenworth, WA 98826 • 509-548-5477
www.skileavenworth.com

Mission Statement

Our purpose is to promote health, fitness, and fun through skiing and other winter sports by providing quality facilities, education, and activities to the community.

LODGE MANAGER JOB DESCRIPTION

Department:	Ski Hill
Employment Dates:	Year round
Wages:	\$21-24 per hour, dependent on experience
Status:	Full Time, year-round
Reports To:	General Manager

Description Summary

This is a hands-on position that is very guest service and financial success oriented. Provide a family food & beverage concession and atmosphere that generates a positive financial return to the organization. Operations consist of the food & beverage concession at Leavenworth Ski Hill including Ski Hill Lodge facility management as well as support and service for LWSC Events and Promotions as requested.

Essential Functions

- Provide a safe and friendly guest experience.
- Provide family-style menu offerings with selection and value, possibly working with outside venues for additional menu options.
- Aim to provide a positive financial return to the LWSC by maximizing revenues and minimizing expenses, while keeping affordability in mind.
- Engage with the public and employees in a manner that is both professional and kind.
- Work with the GM to set hours of operation and scheduled closures.
- Work with the GM to coordinate needs for special events.
- Work with the Events Manager to schedule music nights.
- Coordinate musician payments with the Financial Administrator.
- Ensure that the daily cash intake is accurate and report any inconsistencies to the GM.
- Order or otherwise acquire consumables from various vendors.
- Responsible for being on site to receive orders or delegating the job.
- Manage inventories of consumable items.
- Work with the GM and Financial Administrator to generate and adhere to an annual operating budget.
- Maintain accurate records of expenses.
- Hire, train, motivate, and schedule staff to meet the needs of the operating schedule and business levels.
- Ensure that hours logged by Lodge staff are accurate.
- Ensure that Lodge staff have required certification for food handling and/or alcohol service and that all current operating permits and licenses are posted.
- Operate within the requirements of the Chelan-Douglas Health Department, Washington State Liquor and Cannabis Board (WLCB), and all pertinent public health laws.
- Adhere to the rules and regulations of the LWSC/ USFS Special Use Permit.

- Adhere to Safety Data Sheets (SDS) requirements applicable to food service, including maintaining current copies of all SDSs of products used.
- Prepare the facilities according to the daily operating schedule and/or event program in a timely fashion.
- Maintain phone and/or radio contact at all times during open hours.
- Maintain the cleanliness and security of the Ski Hill Lodge facility and concession area.
- Keep all Lodge spaces clean and maintained, including concession, patio, public spaces, and restrooms.
- Ensure that the indoor fireplace & outdoor firepits are maintained, safe and functional.
- Ensure that the garbage and recyclables are taken to the dumpsters at the conclusion of each operating day.
- Perform other duties as requested by the General Manager.

Experience / Requirements

- Must be 21 years of age or older.
- Experience with management / operations leadership in the food & beverage and banquet industry.
- Accurate cash-handling knowledge and skills.
- Great guest service skills, including professional appearance and demeanor.
- Command of the English language, both written and verbal.
- Working knowledge of PC computers and POS systems, experience with Square a plus.
- Able to use good judgment and make sound decisions.
- Able to pass a background check for cash handling.
- High School Graduate/GED minimum, College degree preferred.
- Must have reliable, all-weather transportation.

Physical Requirements

- Stand and / or sit for extended periods, reach, walk, bend, and stoop.
- Ascend and descend stairs and navigate uneven and slippery terrain.
- Able to lift items weighting up to 50 lbs.
- Tolerate hot/cold temperatures at times above 95 °F or below 0 °F.

Working Conditions

- Indoor and outdoor, including extreme temperatures and snow & ice in the winter months.
- Must be able to function effectively with minimum supervision.
- The Lodge is often a noisy and fast-paced environment. Customers are people of all ages, and sometimes large groups.

Attendance

- Show up for work in a timely manner and appropriately dressed.
- Business operation schedules and levels are affected by the weather, requiring the ability for this position to maintain flexibility in the work schedule.
- This position's work schedule will also include weekends, holidays, evenings, and extra hours.

This is only a partial list of the Essential Functions, Experience / Physical Requirements and Conditions.