



Employee Requisition Form

CEC Supervisor

Position to Be Filled: Responsible for supervising the venue staff and participating in planning and implementing special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for first class restaurant operations by supervising front of house Food and Beverage leads and Line associates.
- Provide quality and timely support to the Food and Beverage Assistant Manager by (a) providing backup in that person's absence (b) participating in planning and special projects (c) implementing and managing assigned projects (d) recommending enhancements and changes to improve operations.
- Ensure that the front of house staff reports to work in proper uniform ready for work, hold pre-shift meetings, ensure that the venue is appropriately equipped for upcoming shift and that venue has adequate coverage.
- Provide for quality service in all areas of the venue by continuously monitoring performance, customer feedback, and by adjusting or changing as needed.
- Ensure food preparation meets the quality standards for eye appeal, texture, color, and temperature by observing and inspecting preparation before delivery to guest. Maintain food specifications including established portion control to control costs.
- Track daily labor and match it to labor for each shift.
- Ensure that the restaurant is maintained in an inviting and appealing manner.
- Provide input to the Food and Beverage Manager regarding quality, visual appeal, and timeliness of food service.
- Properly train team members
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Complete and issue performance reviews.
- Ensure compliance with all Human Resource policies and procedure, promote an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Any other duties as assigned.

Reports To:
Approximate Hours:

CEC Manager
Full Time

