

POSITION DESCRIPTION

JOB TITLE: Associate Director of Food & Beverage

DEPARTMENT: Food and Beverage

REPORTS TO: General Manager and Corporate Director of Food & Beverage

ESSENTIAL PURPOSE: To oversee the management of the overall operations and administration of all Food and Beverage departments, including Kitchen, Stewarding, Restaurants, Purchasing, and Banquets.

ESSENTIAL DUTIES:

- i To understand and respond to all guest needs and requests in a timely and professional manner.
- i To hire, train, schedule, support, review, discipline, and terminate employees directly accountable to his/her position, to maintain highest possible levels of employee morale and department productivity.
- i To help prepare annual division budget, according to the specifications set forth by the General Manager with the assistance of the property Controller.
- i To continually monitor and control division expenditures to ensure meeting operational standards while maintaining monthly budget.
- i To properly document Personnel/Payroll transactions, as directed, for processing in the Personnel office.
- i To participate in Temecula Creek Inn's Hotel Managers Operations Meetings and MOD programs, and attend hotel functions, as directed.
- i To promote and comply with all policies and procedures of JC Resorts LLC.
- i To immediately report all suspicious occurrences and hazardous conditions.
- i To maintain the cleanliness and safety of work areas at all times.

- i To practice safe work habits at all times, to avoid injury to self and others.
- i To ensure safe work practices of all Food and Beverages staff, including proper use and handling of all Food and Beverages equipment.
- i To ensure departmental safety training is conducted for all new Food and Beverages employees, before they begin to work.
- i To attend all mandatory meetings as directed.
- i To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Associate's degree in Business or Hotel Management, or culinary school certificate preferred. English fluency required. Must have minimum of 5+ years of experience in hotel Food and Beverages departments, showing progressive responsibility, including a minimum of three years in Food & Beverage management with experience overseeing multiple outlets and high volume banquet revenue. Familiar with OSHA, SB198, local Department of Health regulations, and relevant current laws governing handling of hazardous substances. Valid California driver's license required. Proof of personal automobile insurance coverage required.

SKILLS AND APTITUDES: Demonstrated ability to train staff and ensure luxury resort customer service. Strong written and verbal communication skills. Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Good team player. Customer service focus. Ability to effectively manage staff to maintain a high level of morale and productivity. Well developed analytical and financial skills.

WORKING ENVIRONMENT: Works primarily indoors, in temperature-controlled, clean, and well-lighted private office. Bi-level structures. Extensive property. Makes occasional trips to the kitchen, where air may be moist, warm, and odorous from cooking foods. Kitchen floor may be slippery due to moisture and grease. Also works off-site at catering venues.

PHYSICAL DEMANDS: Stands/walks approximately 50% of shift. Sits at desk or in meetings approximately 50% of shift. Uses personal computer approximately 10% of shift. Must be flexible to work long, sometimes irregular hours. Must be able to work well under pressure. Frequent use of stairs, daily.

IMPACT OF DECISION: Decisions directly impact the quality of food and beverages served at hotel outlets. Poor decisions may result in customer dissatisfaction and loss of revenues, due to lack of product or market knowledge, ineffective management of staff, unsafe work practices, or improperly handled customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

EXEMPT POSITION: Exempt employees are not covered by the overtime provisions and do not receive overtime pay. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature
Date: _____

Supervisor signature
Date: _____