



Black Star Farms, LLC: FOH Supervisor at Hearth & Vine Café

PURPOSE: To provide Front of House (FOH) Hearth & Vine Café oversight and staff support

CLASS: Full time hourly, seasonal, May through October

HOURS: 40 hours per week +/-

COMPENSATION: \$15 - \$16 per hour based on experience, plus tips, and seasonal \$1,000 bonus paid out at end of season

RESPONSIBILIITY: Oversight of assigned Front of House functions

REPORTING TO: Director of Culinary Operations & Proprietor

REQUIREMENTS

- Must be at least 21 years of age.
- Previous supervisor experience with Front of House (FOH), hospitality, logistical coordination, problem resolution
- Must be able to work evenings, weekends and holidays
- Flexible schedule
- Must be able to stand/walk for extended periods of time and lift up to 40lbs
- TAMs/Tips and ServSafe certifications preferred or able to acquire within the first 30 days
- POS experience preferred
- Basic wine and spirit knowledge preferred

EXPECTATIONS

- Manage daily operations efficiently and uphold BSF standards
- Provide a hospitable environment for BSF guests
- Hire, train, and educate staff of BSF procedures and POS system
- Work with marketing to help drive sales at H&V Café
- Define company brand through hospitality and service
- Ensure opening and closing procedures, reporting, closeouts, and deposits occur daily
- Maintaining inventory and ordering
- Coordinate with other departments in regards to food service, events, and products
- Ensure food and beverage quality
- Help adhere to operational budgets and sales goals with the help of the Black Star Farms management team
- Knowledge of all events taking place on BSF properties
- Communicate effectively verbally and technologically

