



JOB DESCRIPTION

BLACK STAR FARMS-BISTRO POLARIS: FRONT OF HOUSE SUPERVISOR

PURPOSE:	To provide Front of House (FOH) oversight and staff support
CLASS:	Full-time hourly
HOURS:	40 hours per week +/-
COMPENSATION:	\$15/hour plus tips
RESPONSIBILITY:	Supervision of Front of House Bistro Polaris Operations
REPORTING TO:	Estate Chef/General Manager

REQUIREMENTS:

- Must be at least 17 years of age
- Previous Front of House (FOH) supervisor experience in 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 and lift up to 40lbs
- 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 server staff on BSF procedures and POS system
- Define the company brand through hospitality and service
- Adhere to operational budgets and sales goals
- Ensure opening and closing procedures, reporting, closeouts, and deposits occur daily
- Maintain inventory and ordering
- Coordinate with other departments regarding food service, events, and products
- Work with Estate Chef and Bistro Sous Chef to ensure food and beverage quality and presentation
- Knowledge of all events taking place on BSF properties
- Learn our wines and spirits to be knowledgeable to guest inquiries
- Communicate effectively verbally and technologically