

Saint Augustine Lighthouse & Maritime Museum, Inc. Job Description

Job Title:	Food & Beverage Assistant Manager	Schedule Required:	Friday Saturday Sunday
Reports To:	Director of Finance	40 hours/week	
Department:	SRS	FLSA:	Non - Exempt

Job Summary:

The Assistant Manager is responsible for the day-to-day operation of our food services offerings when the Manager is off and ensuring that the business is operating efficiently and effectively in providing our guest with a superior unique experience. It is paramount that we are providing a high-end customer experience and with strong operating profits. Responsibilities include ordering and delivering guest with visual and sensory experiences, i.e.; like making fudge and other specialty products in front of guests. Sells and serves guests with unique treats and fun experiences. The Assistant Manager aligns with our Mission and the Strategic Plan through Food Services while supporting other departments.

Major Responsibilities

Prepares and provides visitors' rich unique treats.

Greet customers and ensure they are having a positive experience, keeping them engaged and happy.

Keeps all areas clean and above every Health Department code standards. Manager level "Food Safe" certified.

Purchases and orders supplies for daily operation. Tracking all inventory and reporting.

Monitor product mix for both seasonal and changes in customer buying trends. Develop and recommend specialty treat and beverage items to increase sales and visitor satisfaction. Apply continuous improvements to customer experiences and operations.

Monitor sales and adjust inventory purchases to reflect sales changes (up or down) and recommend increases or decreases to the Food Services Manager.

Maintain accurate records and accounting of purchases and all other expenses. Monitor expenses and purchasing in line with the current Board approved budget.

Trains others in accordance to our customer service standards and daily operations including entertaining guests by preparing unique treats in front of guests.

Other duties as assigned.

Qualifications:

Customer Service and unique high-end experience, along with event management planning and execution required. Two plus years' experience with running a P&L (Profit & Loss) or equivalent Business Management.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of the job. Physical requirements are those present in normal snack bar environment conditions, such as lifting boxes, stocking (lift 25 pounds). Must be able to climb the Lighthouse tower and perform required duties for periods of 2.5-3 hours in typical Florida climate. Operational flexibility is required to meet sudden and unpredictable business needs.

Support Our Mission:

To discover, preserve, present and keep alive the stories of the nation's oldest port as symbolized by our working St. Augustine Lighthouse.

*Applicants - Please send your experience and resume via e-mail: [Martin Corlieto](mailto:Martin.Corlieto@staugustinelighthouse.org)
mcorlieto@staugustinelighthouse.org*

Inquire about our Benefits, Med. Dental, Vision, Simple IRA and more!