



---

# Lake Francis Resort and Camp Rockin' U

## *Job Description*

Job Title: Malts & Mugs Shop Lead  
Incumbent:  
Classification:  
Reports to: Resort Managers

### **Position Purpose:**

The Malts & Mugs Lead directs the overall food-service operation of the Malts & Mugs Shop including purchasing, preparation, service, sanitation, security, personnel management, customer service, and record keeping.

### **Essential Job Functions:**

1. Manage the daily operations of the Malts & Mugs Shop.
  - a. Oversee the planning and preparation of foods served from Malts & Mugs Shop
  - b. Ensure excellent customer service through training employees.
  - c. Ensure safe and efficient preparation and serving of foods.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the Malts & Mugs, its equipment, and facilities.
  - a. Maintain inventory of food and supplies in the Malts & Mugsery.
  - b. Order food and supplies for the Malts & Mugs.
  - c. Maintain high standards of cleanliness, sanitation, and safety.
  - d. Clean and maintain all food-service areas in the Malts & Mugs.
  - e. Inspect Malts & Mugs equipment and ensure equipment is repaired as necessary.
  - f. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Manage all administrative and human-resource functions with regard to Malts & Mugs Shop.
  - a. Monitor employee performance and training.
  - b. Assist with interviewing and hiring for Malts & Mugs Shop staff.
  - c. Plan, coordinate, schedule, and supervise the work of Malts & Mugs Shop service staff.

### **Other Job Duties:**

- Assist with special events that would require Malts & Mugs Shop service.
- All other duties and tasks as assigned

### **Relationships:**

Positive relationships with all staff, guests, & Malts & Mugs Shop vendors. Special emphasis on the relationship between the Malts & Mugsery Shop Lead and the maintenance department to assist in the proper and efficient operation of all kitchen appliances.

### **Equipment Used:**

- Espresso Machine
- Freezers
- Point of Sales
- Milkshake machine
- Refrigerators

### **Qualifications:**

- Must be 18 or older.
- Experience in a food service setting.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, food service cleaning, and kitchen equipment.
- Ability to work within a budget and purchase supplies efficiently.
- Experience in supervision.
- Current servsafe certification

### **Knowledge, Skills, and Abilities:**

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of current Yuba County Health Codes

### **Physical Aspects of the Job:**

- Ability to effectively communicate orally and in writing.
- Physical ability to lift and carry 50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and guest and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to safely and properly use Malts & Mugs equipment.