



Job Description

Title:	BAR LEAD
Reports to:	DELI MANAGER, OWNERS
Reporting Relationships:	all subordinate staff.
Salary Range:	\$12.00-\$15.00 per hour
Hours:	40-50 Hours per Week depending upon operations tempo and seasonal fluctuations.
Benefits:	1 Week Paid Vacation, Yearly Bonus (both available after one year of continuous service)

COUNTRY HOUSE DELI is a family owned business and opened in Bismarck in 1976. The Deli specializes in sandwiches, soups and salads, and offers catering. Soon to be available is a sandwich pub offering beer and alcohol.

Summary of Position:

Country House Deli is looking for a hard charging and capable individual looking for a position of responsibility. Applicants must possess a high level of integrity and strong work ethic.

The Bar Lead will serve as third in command of the Deli and assist the Deli Manager in planning, organizing, training and leadership necessary to achieve stated objectives in sales, costs, employee retention, guest service and satisfaction, food quality, cleanliness and sanitation.

Duties & Responsibilities:

- Understand completely all policies, procedures, standards, specifications, guidelines and training programs.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.

- Execute production schedules and ensure that all drinks are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Aid in achieving company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Assist with employee hiring and termination decisions when necessary.
- Fill in where needed to ensure guest service standards and efficient operations.
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
- Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
- Fully understand and comply with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the deli, employees and guests.
- Prepare weekly schedules for bartender, barback and server staff to adequately cover all shifts. Provide for coverage in case of employee absence and adjust staffing as necessary to meet business demands.
- Monitor inventory of beverages to ensure adequate stock is maintained and to prevent excess pours or abuse by staff. Requisition purchases as needed.
- Review sales and beverage costs, and reconcile any discrepancies in accounting. Ensure proper cash management.
- Oversee the preparation of beverages and ensure quality of product served.

Qualifications:

- Be 21 years of age or older
- Have knowledge of alcoholic beverage operations, generally involving at least two years of front-of-the-house operations and/or assistant management positions.
- Proficient in basic math skills and have the ability to operate a cash register or POS system.
- Experience in training employees.
- Awareness of local, state and federal health and sanitation regulations.
- Understand the proper use and maintenance of bar equipment.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Ability to work under stress in a high-energy and demanding environment.

- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Must have the stamina to work 40 to 50 hours per week and in good health.
- Proficiency with point-of-sale software.
- Extensive working knowledge of alcoholic and non-alcoholic beverages.
- Knowledge of local and state regulations related to alcohol service and health code compliance.
- Competency in resource management and inventory control.
- Customer service orientation.
- Knowledge of basic accounting principles, personnel management and marketing.

Country House Deli is an early morning to late evening business, open Monday-Saturday. The Bar Lead will generally work 3-12 Weds through Sun.

TO APPLY: You will need to fill out an employee application, but adding a resume is also recommended. **DO NOT MAIL APPLICATIONS OR CALL.** Bring the application in person and be prepared for an on-the-spot interview should the owner have the opportunity to do so.

CH Deli is an equal opportunity employer. For the safety of current employees and benefit of customers...all applicants are subject to criminal background checks and drug testing

