



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

DINING ROOM MANAGER

YMCA Blue Ridge Assembly is a non-profit year-round conference center for groups of teens, families and children, and adults. We are located in Black Mountain, NC on 1,200 acres of forested woodland. We provide a Christian atmosphere for guests and staff to focus on youth development, healthy living and social responsibility. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 30,000 annual guests while developing a team of values-driven leaders.

We are currently seeking a dynamic and energetic manager for our high volume, buffet style dining room service. If you enjoy working in a fast-paced team environment and providing exceptional customer service, apply now!

QUALIFICATIONS, SKILLS AND PERSONAL APTITUDES.

- Must be willing to work a variety of shifts, including mornings, afternoons and weekends,
- Minimum of high school diploma. Current or previous training in hotel and restaurant management is desirable,
- Must have reliable transportation,
- Must have high-energy, positive attitude, ability to work under pressure,
- Ability to work effectively individually or as part of a team dynamic,
- Two years of practical work experience in the food service industry, including supervisory experience, and working knowledge of food service equipment and technology,
- Proficient with Microsoft Office, Excel and point of sale systems, including Square,
- ServSafe certified or the ability to obtain certification within the first year of employment,
- Strong communication skills and customer service skills,
- Ability to lead others and work effectively in a team dynamic,
- High-energy and a positive and encouraging attitude,
- Ability to work in a fast-paced environment.

RESPONSIBILITIES

- Oversee and direct all activities of the dining and dish room.
- Supervise a diverse team of between 10-25 dining room attendants, and 2-4 supervisors including International Interns by assigning appropriate tasks, ensuring adherence to dining standards and food service regulations, responding to customer questions and requests, and resolving any staff or guest issues as they arise.
- Devise weekly dining room schedules, incoming groups report, snack schedules, ect.
- Maintain up-to-date food service records and reports.
- Maintain budgetary cost controls relating to dining room.

- Maintain the highest level of customer service and attention to detail throughout all food service operations,
- Ensure that all food service areas are kept neat, organized and in accordance with all food safety standards and regulations,
- This is a "hands on" position and at times involves working directly in all areas of food service operations, including the dining room, dish room, and kitchen.
- Set up/oversee all snack and breaks/events outside of dining room.
- Assist the Food Service director and kitchen manager as needed.
- Oversee food department in absence of food director.

COMPENSATION AND BENEFITS

- Salary range from \$35,000 to \$38,000 annually and commensurate with candidate experience.
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served.
- Free family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

APPLICATION PROCESS

Interested candidates should send their resumes, along with three references, to the HR/Accounting Specialist, Bruno Vandorsee, at bvandorsee@yblueridge.org.

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>