

POSITIONS/JOB DESCRIPTIONS

Summer 2019

CHILDREN'S PROGRAM

CHILDREN'S PROGRAM DIRECTOR: Responsible for the overall organization and management of the children's program and supervision of the children's program staff. This includes program planning; purchasing; set-up and break down of the children's facilities at the beginning and end of the season; inventory; orientation, training, scheduling and evaluation of staff; regular updates, modifications and posting of the activity schedules; frequent communication with parents, management and other department supervisors and staff that affect the children's program; overseeing cleanliness and neatness of facilities; and attending weekly meetings. Must have previous experience at The Tyler Place, bachelor's degree and at least 2 years of experience in related field; knowledge of child development; current Infant/Child CPR and First Aid Certification; expert communication and organizational skills; and previous supervisory experience.

INFANT/TODDLER DIRECTOR: Cares for groups of infants or toddler-aged children in a dynamic day-care setting; has knowledge of and ability to lead a variety of games and activities geared toward this age group; supervises, evaluates and works with high school students, college students and more mature caregivers; helps to develop, organize, set-up/break-down, lead and/or follow a weekly activity schedule; helps out at mealtime; communicates regularly with parents and management; attends weekly meetings; sets up the facilities for the season; and keeps the facilities neat and clean. Applicants must have degree (or working towards degree) in related field; knowledge and understanding of child development; at least one year of experience working as a Parent's Helper or Counselor at The Tyler Place; minimum of 2 years of experience working with young children in a day-care setting; current Infant/Child CPR and First Aid Certification; expert communication and organizational skills; previous supervisory experience; love of young children; patience; high level of energy.

COUNSELOR: Enthusiastically leads, instructs, and entertains groups of children or teens in a dynamic summer recreation program; works in a team environment to create positive, fun and memorable experiences, while maintaining a safe, organized and inclusive 'camp' culture. Must have previous experience in a similar setting; a solid work ethic; friendly, caring nature, and oodles of patience, energy and initiative.

PARENTS' HELPER (Infants and Toddlers): Works with one guest family for their entire stay and provides outstanding 1:1 care, both in accommodations and in the play facilities, for their young children (from newborns to 2.5yrs); participates with the child in organized activities; and communicates regularly with parents. Must be safety conscious, patient and love young children; have previous experience working with this age-group; knowledge of basic child development and activities geared towards this age group; be caring, comforting, creative, friendly and energetic. Job assignments are Saturday through Saturday, and assigned weekly based on availability. For this reason, reliability and flexibility throughout the summer months are crucial for any successful candidate.

PLAYHOUSE DIRECTOR

Supervises, evaluates and works with college-aged staff to ensure the smooth and effective running of the activity program for children aged 2.5 to 4 years; Engages in the planning, set-up and monitoring of activities; responsible for maintaining clean and safe facilities/environment; communicates regularly with management; has considerable knowledge and understanding of early childhood development; an effective leader and expert communicator who loves children, is organized, dependable, and responsible. Minimum of 2 years of experience working with children in a similar setting. This position may include oversight and supervision of the Infant/Toddler Program and the Parents' Helpers.

PLAYHOUSE DIRECTOR: Supervises, evaluates and works with college-aged staff to ensure the smooth and effective running of the activity program for children aged 2.5 to 4 years; Engages in the planning, set-up and monitoring of activities; responsible for maintaining clean and safe facilities/environment; communicates regularly with management; has considerable knowledge and understanding of early childhood development; an

effective leader and expert communicator who loves children, is organized, dependable, and responsible. Minimum of 2 years of experience working with children in a similar setting.

CLUBHOUSE DIRECTOR: Supervises, evaluates and works with college-aged staff to ensure the smooth and effective running of the activity program for children aged 4 to 7 years; Engages in the planning, set-up and monitoring of activities; responsible for maintaining clean and safe facilities/environment; communicates regularly with management; Has a degree (or is working towards a degree) in related field along with considerable knowledge and understanding of childhood development; an effective leader and expert communicator who loves children, is organized, dependable, and responsible. Minimum of 2 years of experience working with children in a similar setting.

INN DIRECTOR: Supervises, evaluates and works with college-aged staff to ensure the smooth and effective running of the activity program for children aged 8 to 16 years; Engages in the planning, set-up and monitoring of activities; responsible for maintaining clean and safe facilities/environment; communicates regularly with management; Has a degree (or is working towards a degree) in related field; has considerable knowledge and understanding of childhood development and behavior management principles; an effective leader and expert communicator who loves children, is organized, dependable, and responsible. Minimum of 2 years of experience working with children in a similar setting.

BOAT DOCK

BOAT DOCK DIRECTOR: Responsible for the overall organization and management of the waterfront and supervision of the waterfront staff. This includes set-up and break down of the dock at the beginning and end of the season; keeping an inventory of all equipment and purchasing new equipment if necessary; supervision, orientation, training, scheduling and evaluation of staff; regular maintenance and organization of the dock area and equipment; instructing water-sports for children, teens and adults; communicating regularly with the Front Desk and Entertainment staff regarding sign-ups, champagne cruises and alternative rainy/windy day events; and attending regular meetings. Must have previous experience in the use and maintenance of water sports equipment (watercraft, motors, docks, boat lifts, etc.), excellent communication and organizational skills, friendly and outgoing personality, previous experience managing staff, and current CPR, First Aid and VT Ski Boat License required.

ASSISTANT BOAT DOCK DIRECTOR: Completes duties of Dock Hand/Watersports Instructor and acts as Supervisor in the absence of the Boat Dock Director. The Assistant Boat Dock Director duties include: point person/guest greeter; assigns tasks to staff; makes sure operations are running smoothly; responsible for accurate accounting of chits and turning them in at the end of the day; vigilant about safety and weather and always aware of (and keeping an eye on) guests, staff and equipment out on the lake; directs rescues; complies with all boating and safety laws; preps for all group activities and lessons; assists with cleaning and maintaining equipment; makes sure all equipment is in and locked up at the end of the day. Also assists with training, staff evaluations and administrative work. Must have good leadership (lead by example), communication, time management and maintenance skills. Friendly, responsible, great customer service. Current CPR, First Aid, and Vermont Ski Boat License (or equivalent) are required.

BOAT DOCK HAND/WATERSPORTS INSTRUCTOR: Responsible for daily set up and break down of all boats, watercraft and equipment; carrying out all tasks and duties assigned by the Director and Assistant Director; setting up and preparing for all group activities and lessons; greeting guests (adults and kids); assisting guests with requests and providing lifejackets, paddles, etc.; providing lessons in waterskiing, wakeboarding, wakesurfing and sailing and pulling tubes and inflatables; assisting with off-property canoe and kayak trips and evening Champagne Cruises; keeping track of guests sign-ups and chits; cleaning and maintaining the dock area and equipment. Experience driving power boats is preferred (though we can train) as well as previous experience sailing, canoeing, kayaking, paddleboarding, etc. Safety and time management skills are crucial. Must have great customer service skills and work ethic and be friendly, courteous, responsible and trustworthy. Current CPR, First Aid, and Vermont Ski Boat License (or equivalent) are required.

POOL

POOL DIRECTOR: In addition to general lifeguard duties, the Pool Director is responsible for the management of the lifeguards, which includes running orientation, training, preparing work schedules, periodic evaluations, regular meetings and daily supervision to be sure the lifeguards are getting to work on time, completing their duties and guarding in a professional manner. The pool director is also responsible for making sure the pool area (including bathrooms and changing rooms) is kept neat and clean at all times. Additional duties include organizing and supervising swim lesson sign-ups and preparing the cocktail schedule. Certification in CPR, First Aid, and Red Cross Lifesaving is required. Must have excellent communication skills and previous experience at The Tyler Place.

LIFEGUARD: Supervises and observes all swimmers in the pools and at the lake swimming area. Enforces all pool/lake rules. Administers first aid to any scrapes or bruises that occur to swimmers and responds immediately to any emergency situations. Additional responsibilities include setting out cushions, water toys and sand toys in the morning (and putting them away at the end of the day), keeping the pool area neat and clean (picking up litter, putting away towels, etc.), keeping the bathrooms and changing rooms neat and clean, guarding at special evening events, going over pool rules with children's groups at the beginning of each week, and being friendly, helpful and courteous to guests at all times. CPR, First Aid & Lifesaving are required. (This position is combined with Cocktail Serving in the evenings.)

ENTERTAINMENT

ADULT ACTIVITIES LEADER: Takes a leadership role in conducting sports and entertainment activities for adults and families. Responsibilities include: assisting the Entertainment Director; greeting guests and helping to make them feel welcomed; organizing and attending evening events; organizing and leading mountain bike trips, hiking trips, canoe trips, etc.; assisting with the climbing wall; organizing and running afternoon family events and activities; running alternative rainy day activities and events; assisting with the weekly Entertainment Schedule; attending regular meetings; keeping an inventory of equipment; and making certain equipment is kept in good shape and working properly. Requirements: excellent communication, leadership and organizational skills; outgoing, enthusiastic, friendly, flexible and hardworking; experience and competence in biking, hiking, ropes course, tennis, water sports and field games.

TENNIS PRO: Teaches tennis at all levels for adults, children and teens in group settings and privately; makes group lessons for children and teens interesting and fun; provides a schedule to post at the front desk of availability for private and/or group lessons; gets the practice balls and caddy from the sports shed for each lesson; and keeps an eye on the court conditions and equipment and promptly notifies the Entertainment Director if any repair or purchases are necessary. This position is not full-time and may be combined with another position (such as bartending or dining room server).

ART & CRAFT INSTRUCTOR: Provides interesting and varied art and craft projects for children, teens, adults and families. The projects should have an environmental/nature/educational theme. Is responsible for helping to order materials and keeping an inventory of materials throughout the summer. Communicates regularly with the Children's Program Director and the Adult Entertainment Director, and is also responsible for the organization,

set-up, clean-up and replacement of supplies, and keeping track of individual projects. This position is not full-time and may be combined with another position (most likely, working in the dining room or bar).

PHOTOGRAPHER: The person for this position needs to have previous experience and be able to catch on quickly to the essence of the Tyler Place and capture that essence in candid shots for sale to our guests. Good computer skills are necessary as part of the job requires you to transfer images onto a computer for guests to browse through each evening. You will oversee the order forms where guests check off photos they'd like to order (images will be burned onto a DC and mailed to the family after they leave). Other responsibilities include taking Children's Group photos each week, taking staff photos, and taking specific shots that we use for promotional purposes. We supply the photographer with a digital camera and all the necessary equipment. Photos will be the sole property of the Tyler Place. In addition to your salary, you will be paid a commission reflecting a percentage of sales.

ASSISTANT NATURE GUIDE: Assists with setting up and leading nature activities, field trips and fishing trips for children, adults and families. Works under the supervision of the Head Nature Guide. Duties include: coordinating and leading various nature activities; setting up equipment for activities and making sure equipment is kept in good shape and working properly; driving pontoon boat; assisting with transportation for off-property trips; organizing and running afternoon family activities and running alternative activities in the event of rain. May also assist at the Boat Dock helping guests with kayaks, canoes, paddleboards, etc. and providing basic instruction. Applicant should have excellent communication and organizational skills and be outgoing, friendly, flexible and hardworking. Knowledge of Vermont flora and fauna and previous experience fishing, hiking and driving a pontoon boat (can train) is preferred. Must be at least 21 and have Valid Driver's License (and good driving record), Vermont Boaters License (or equivalent) and a Vermont Fishing License.

DINING ROOM

DINING ROOM MANAGER AND ASSISTANT MANAGER: Oversees all operations of the dining room, including: training and scheduling of approximately 15 staff; maintaining all equipment and supplies; conducting weekly staff meetings; planning special events; supervising daily duties; hosting; coordinating daily routines and/or special events with kitchen and entertainment departments; handling daily staff concerns and questions; etc. Applicants must have prior restaurant experience, with some knowledge of the bar. Good communication skills are important, as is being well organized and super friendly. A shrewd eye for small details is important as is the ability to gracefully do a hundred things at once without appearing frantic!

DINING ROOM SERVER: Provides efficient and professional service in the dining rooms including taking drink orders, serving beverages, clearing dishes, bussing tables, executing side duties (such as folding napkins, filling salt & pepper shakers, cleaning service areas, etc.), attending staff meetings and occasionally hosting. Applicants should be quick and personable, and have some previous restaurant experience, a sparkling personality, a good sense of humor and team spirit!

MAINTENANCE

GROUNDSKEEPER: Responsible for the general beautification of the lawns and grounds surrounding the resort. Responsibilities include lawn mowing, weed whacking, landscaping, tree trimming, mulching, and equipment maintenance and repair. Also responsible for miscellaneous odd jobs under the supervision of the Maintenance Director.

SECURITY: Responsible for the security of the resort and its guests and staff during the evening hours (generally from 8 p.m. to 2 a.m.). Duties include turning off lights, locking up facilities, covering the pools, light maintenance duties, and cruising the property by car, bike or on foot to keep an eye on things. Should have very good communication skills and ability to handle stressful situations with tact, calmness, speed and common sense. Must have valid driver's license, a good driving record, and certification in CPR and First Aid (we can provide this).

ASSISTANT GARDENER: Responsibilities include early spring bed preparation, care of perennials; helping to plan and plant window boxes, daily maintenance of all beds and window boxes, and post season clean up. Also includes gardening projects and instruction for children and adults, if interested.

BIKE MECHANIC: Responsible for the maintenance and repair of approximately 100 one speed bikes, 30 mountain bikes and assorted kid's bikes, and for the daily rental and customer service of the resort bike shop. Must have previous bicycle maintenance and repair experience, excellent communication and organizational skills, and friendly and outgoing personality. Also responsible for miscellaneous jobs under the supervision of the Maintenance Director such as taking care of the mini golf course, picking up garbage from staff accommodations, cleaning the indoor gym facility, splitting wood, cleaning vehicles, etc.

POOL MAINTENANCE: Responsible for the daily upkeep, cleaning and maintenance of the indoor and outdoor pool facilities, including the hot tubs, splash pad, grounds, bathrooms and changing rooms. May also help with miscellaneous jobs under the supervision of the Maintenance Director. Must be hardworking, friendly, knowledgeable and reliable.

DRIVER: Responsible for driving a variety of Tyler Place vehicles (vans, pick-up trucks and passenger cars) and transporting guests, staff and equipment. Must be at least 21 years of age and have an excellent driving record. An MVR (motor vehicle record) must be provided. Drivers must be from the USA, Canada or Mexico. This job is part-time and could be combined with a number of other positions at the resort, or would be a great way to earn extra income during your time off.

HOUSEKEEPING

HOUSEKEEPING DIRECTOR: Responsible for the overall management and supervision of the Housekeeping Department and staff. Responsibilities include: setting up for the season; training, scheduling, supervising and evaluating staff; storing supplies for the laundry and housekeeping; taking care of guest problems; working closely with the Maintenance Department and the Front Desk staff; purchasing; inventory; and post season clean-up and storage. Must have previous experience, excellent communication and organizational skills, and friendly and outgoing personality.

HOUSEKEEPING ROUTE LEADER: Takes direction from the Housekeeping Director. Responsible for the overall cleanliness of the accommodations on your "route" and for supervising, setting the pace and assigning tasks to the housekeepers assisting with your route. Duties also include packing towels, sheet and cleaning supplies daily; maintaining your housekeeping equipment (vacuum, mops, brooms, etc.); keeping your housekeeping closet neat, clean and well stocked; communicating with the Housekeeping Director and reporting any problems or concerns; and performing regular housekeeper duties. On turnover day (Saturday) you must have good time management and get your route done by 3:30 p.m. Must be able to work every Saturday and have a valid driver's license and a good driving record. Previous experience at The Tyler Place, hardworking, trustworthy and very good communication and organizational skills required. May cover for Director on her day off.

HOUSEKEEPER: Takes direction from the Housekeeping Director and Route Leader. Responsible for daily housekeeping of the guest accommodations. Duties include making beds; cleaning and stocking bathrooms; removing and replacing dirty towels or linens, as needed; cleaning and restocking kitchens and washing dishes; dusting; sweeping; mopping; vacuuming; moving furniture; taking out garbage; and washing windows and woodwork. On turnover day (Saturday) housekeepers are responsible for an all-over cleaning and set up for

incoming guests and must be finished by 3:30 p.m. Also responsible for cleaning the public areas of the resort (Kid's Facilities, Lounge, Lobby, Fitness Center, Public Bathrooms, etc.). Applicants must be able to work every Saturday. Previous experience preferred, but we can train. Applicants must be hardworking, punctual, responsible, trustworthy and have a good eye for the small details. Ability to work on a team and lift at least 50lbs. We prefer applicants with a driver's license (so you can operate a golf cart).

LAUNDRY: Responsible for the laundering of all resort linens, towels, tablecloths, napkins, aprons, etc. Responsible for the care and operation of three washing machines and four dryers. Sorts, folds and stores all laundry and dispenses linens and towels to Housekeepers and other departments. Keeps the laundry building neat, clean and organized. May also assist with miscellaneous jobs under the supervision of the Housekeeping Director. Must be flexible, friendly, hardworking and reliable – and able to work in warm conditions!

HOUSEKEEPING SATURDAY HELPER: Must be able to work every Saturday during the season. Saturday is our "change-over" day (the day that all our previous guests leave and new guests arrive) and the Saturday Helpers take direction from the Route Leaders and assist with stripping and making beds; cleaning and stocking bathrooms; removing and replacing dirty towels; taking out garbage; dusting; sweeping; mopping and vacuuming. Also assist on rotating basis with cleaning screened porches and other projects. This position is from 8:15 a.m. until about 4 p.m. Applicants must be hardworking, friendly, trustworthy and work well on a team.

HOUSEKEEPING SATURDAY VAN DRIVER: Works every Saturday from about 8:15 a.m. to 3:00 p.m. Responsible for picking up dirty linens and towels and bags of trash from the guest accommodations and bringing them to laundry in 30 to 45-minute intervals. Also responsible for picking up or delivering high chairs, bedrails, irons and ironing boards, hair dryers and any other items that the guests have requested for their stay. Must be at least 21 years old and have a valid driver's license and a good driving record.

BAR

BAR MANAGER: Responsible for the overall management of the bar and supervision of the bar staff. This includes set-up, breakdown and inventory of the bar, bar storage areas and soda machines at the beginning and end of the season; keeping an inventory of all equipment and purchasing new equipment if necessary; supervision, orientation, training, scheduling and evaluation of staff; organizing the weekly punchbowl parties and other special events; keeping the bar area well prepped, stocked and neat and clean; communicating regularly with the Entertainment Director; and attending regular meetings. Must have previous experience behind a bar, excellent communication skills, friendly and outgoing personality, and be extremely knowledgeable regarding State and Federal Alcohol Laws. Must be comfortable checking legal ages when in question.

ASSISTANT BAR MANAGER: Must have previous experience behind a bar and the ability to mix a variety of drinks. Responsible for the overall management of the bar and supervision of the bar staff when Manager is not on duty. This includes set-up, breakdown, keeping the bar area well prepped, stocked and neat and clean; communicating regularly with the Entertainment Director; and monitoring lounge and bar area. Must be impeccably honest, responsible, dependable, assertive, outgoing (this is a very social job) and able to work in an often busy and fast-paced environment. Must be extremely knowledgeable regarding State and Federal Alcohol Law and comfortable checking legal ages when in question.

BARTENDER: Should have previous experience behind a bar (willing to train somewhat if necessary). Must be impeccably honest, professional, responsible, assertive, outgoing (this is a very social job) and able to work in an often busy and fast-paced environment. Ability to mix a variety of drinks and solid knowledge of wine and draft beer. Other responsibilities include: set-up (and break-down) of weekly punchbowl parties and other special events; keeping the bar area well prepped, stocked, and neat and clean; and set-up and inventory of bar. Must be comfortable checking for legal ages when in question, including fellow staff members.

COCKTAIL SERVER: Works in an often busy and fast-paced lounge and dining room. Must be knowledgeable about mixed drinks, wines and beers. Takes drink orders from guests during cocktail hour, dinner and evening

events; enters orders on POS (point of sale) system and delivers drinks to guests in a timely fashion. Must be professional, friendly, organized and outgoing. Responsible for the set-up and clean-up of the lounge and bar area, as well as the weekly punchbowl parties and other special events. Some hosting and greeting of guests included. This is a part-time evening position and is often combined with a position in another department such as lifeguarding, tennis pro and adult activities leader.

FRONT DESK

FRONT DESK CLERK: Ability to handle multiple tasks and work under pressure in a fast-paced environment is important. Ability to solve problems and make sometimes disgruntled guests happy. Flexibility with work schedule, including weekends. Knowledge of The Tyler Place and surrounding area is helpful (must be willing and able to cram/learn all the myriad of information necessary to effectively deal with guests and answer all their questions). Responsibilities include: assisting guests with questions and requests; updating bulletin board and posting daily sign-up sheets for activities; handling guests/staff complaints and relaying these to appropriate department heads and/or managers; keeping front desk, lobby, and lounge areas neat and tidy; taking care of guest messages and faxes; filling requests for sitters, assisting guests/staff with movie video requests; key inventory and being sure keys are signed out/in. Other duties include: preparing welcome packets for incoming families; making copies for front desk and other departments; answering telephones; taking inquiries; filing inquiries; and assisting office with brochure and pre-arrival packet mailings.

NIGHT AUDITOR (11 p.m. to 7 a.m.): Responsibilities include: sorting and entering into the computer daily receipts and guests' charges; processing of guest bills; printing of reports including arrival and departure lists; nightly security checks; filling out nightly log report; and other tasks to assist the Front Desk clerks and Administrative staff. In addition, the night auditor assists the Operations Manager with biweekly timesheet organization, filing, weekly bill coding, and weekly bill filing. The Night auditor also acts as manager on duty (after the evening manager has left for the night) and reports all incidents/guest complaints to Security or Management. Requirements include: ability to work independently; available to work weekends and (if necessary) able to cover shift at last minute's notice; confidentiality; ability to deal with guests and staff in a pleasant and professional manner; and able to handle emergencies calmly and quickly.

GIFT SHOP MANAGER: Responsible for the overall operation and management of the Tyler Place Gift Shop. This includes promoting sales, customer service, purchasing and maintaining inventory so that the gift shop is well-stocked at all times, daily operation (including light cleaning) and preparing daily reports for posting to guest folios and weekly and year-end sales reports for senior management of the resort. Must have previous retail and/or customer service experience.

KITCHEN

KITCHEN MANAGER: Responsible for the overall organization and management of the food service program and supervision of the kitchen, buffet and meal server staff. This includes setting up and breaking down of food service facilities at the beginning and end of season; inventory, orientation, training, cleanliness, and evaluations of staff. This position writes menus, recipes, and diagrams for kitchen and buffet. Keep in close contact with guests regarding food allergies and specialty dietary requirements and writing special menus. In charge of all purchasing, storing, costing items, organizing all fresh, dry, chemical, and paper goods, general sanitation, and working with various vendors. Writes weekly schedules, monitoring time clock, submitting payroll reports, maintaining labor and making sure staff abides by scheduling/time clock policies. This position attends any applicable meeting, submitting weekly department reports, and planning special events. Monitors and maintains the kitchen and various dining rooms, addressing staff or food concerns, and making sure policy is adhered to. Can and will prepare food whenever necessary, such as action stations, cooking classes, or basic kitchen prep. Must have previous food service management experience, working knowledge of state health codes, food

allergies, food safety, and have excellent communication and organizational skills. Works closely with sous chefs, dining room managers, and children's meal supervisor.

CHILDREN'S MEAL SUPERVISOR: Responsible for safely, efficiently, and effectively serving all children at each meal. In constant contact with guests regarding food allergies/ special diet requirements, planning special menus and keeping detailed records of such. Researches, purchases, and stocks special and required specialty food service items. Maintains cleanliness and functionality of children's dining rooms and kitchens of satellite buildings. Supervises meal servers, which includes, but not limited to: writing schedules, maintaining time clock, submitting payroll and weekly department reports, monitoring productivity, food preparation, assessing and addressing concerns, and making sure policy is adhered to. Attends all applicable meetings and has excellent communication skills. Works very closely with Kitchen Manager, Children's Chef, and Children's Program Director.

EXECUTIVE SOUS CHEF: This is a working chef position. Responsible for preparation and execution of all meals served from the kitchen for adults, children and staff on pre-determined menus and recipes. Assists in the maintenance of a clean, professional and orderly kitchen in accordance with Vermont Health Department guidelines and Tyler Place standards. Supervises and sets a good example for all other kitchen employees in the proper care of all kitchen equipment and in following kitchen policies and rules. Assists in the utilization and rotation of all food inventories with special attention to freshness and quality and waste. Oversees kitchen, buffet, and children's dining rooms as a whole, maintenance of equipment, and assists in training and supervising employees. Works closely with Kitchen Manager. Must have prior experience; be dependable, knowledgeable, trustworthy, professional, and authoritative.

SOUS CHEFS: These are working chef positions, physically preparing and executing food each day alongside staff. The sous chefs are responsible for planning, directing, and executing food preparation for adults, children, and staff under Kitchen Manager's specific requirements. Responsible for all the hot and cold food on the buffets and daily duties. This will involve a large degree of supervising and teaching as well as dealing with issues as they arise, as well as controlling waste. Must maintain a clean and organized kitchen, including the line, dish area, prep areas, walk ins, and dry storage, and weekly deep cleaning projects. Will observe, maintain, and monitor the buffet and its staff. Must have at least two years kitchen supervisory experience.

CHILDREN'S CHEF: Prepares and oversees all food production for children's meals; responsible for organizing and accommodating all food allergies and special diet requirements; trains and supervises the staff who help prep and serve the children's meals; cares for and maintains equipment; assists with inventory (utilization, rotation, items needed); maintains a clean and orderly workspace and kitchen. Monitors and maintains the children's buffet line and options. Must communicate well and effectively with meal servers and children's directors. Must be well versed in food allergies, food safety, organized, and meticulous. Works closely with Kitchen Manager and Children's Meal Supervisor regarding allergies and special dietary needs.

CHILDREN'S COOK: Prepares breakfast, lunch, and dinner for all children, paying specific attention and giving considerable care to those with allergies. Assists in preparation of the next day's meals and all maintaining equipment and a sanitary and orderly work station. Must be knowledgeable of food allergies, very detail oriented, meticulous, patient, and organized.

A.M. COOK: Prepares and cooks breakfast and lunch under chef's specific requirements. This position is responsible for prepping and executing all hot foods for adults and staff as well as some of the children's meal items. Preps food for the following day and makes intelligent decisions about leftovers, assists with inventory (utilization, rotation of necessary items); cares for and maintains equipment, maintains a sanitary and orderly work station.

P.M. COOK: Assists in preparing and executing dinner for the adults and staff under the chef's specific requirements. Preps food for the following day and makes intelligent decisions about leftovers, assists with

inventory (utilization, rotation or necessary items); cares for and maintains equipment, maintains a sanitary and orderly work station. Breaks down and closes kitchen, completing evening shut down checklist.

PREP COOK: Assists in preparing hot food for all buffet tables (adult, children, staff); cares for and maintains equipment; assists with inventory (utilization, rotation and items needed); preps food for the following day; and maintains a clean and orderly workspace & kitchen. Helps with supervision of dishwashers and prep cooks.

BAKERS: Prepare, cook, and maintain the quality of all breads, quick breads, cookies, pastries, and desserts for all meals for adults, children, and staff. This position supervises and oversees the dining room displays of said items. Cares for and maintains equipment; assists with inventory (utilization, rotation and items needed); assists with ordering; assists with supervision of employees; and maintains a clean and orderly workspace and kitchen, expected to help in other areas of the kitchen as needed.

SALAD/PREP: Responsible for all cold food for all buffets for adults and staff; prepares all cold food (fruit and vegetables, deli items, homemade dressings, salad bar, specialty to-go items), preps food for the following day and makes intelligent decisions about leftovers; assists with inventory (utilization, rotation and items needed); cares for and maintains equipment; and maintains a clean and orderly workspace and kitchen.

BUFFET ATTENDANT: Responsible for setting up, maintaining, and breaking down the buffet lines under chef's specific requirements. Buffet tables should be kept neat and clean at all times. The buffet staff must have a well-versed knowledge of all the food being served. Additional duties will include basic food preparation, food safety, and front and back of the house coordination. Must be well groomed, having exceptional personal hygiene and sanitation skills are a must. Should be proactive, energetic, have an eye for detail, and communicate well with others. They should have an outgoing personality, friendly smile and be comfortable interacting with guests as well as working in a professional kitchen.

BUFFET SUPERVISOR: Has all the responsibilities of a Buffet Attendant and in addition assists in training and supervising buffet employees and working closely with the Kitchen Manager. Must have prior experience and be a good role model and lead by example; as well as professional, friendly, dependable, punctual and trustworthy.

DISHWASHER: This position is responsible for the sanitation of the kitchen as well as washing of all china, glassware, silverware, pots, pans, etc. The dishwasher is also responsible for the general cleanliness of countertops, sinks, floors, as well as maintaining trash and recycling and weekly deep cleaning projects. May be responsible for prep work (peeling and chopping vegetables, helping with plated appetizers, etc.) as required by cooks and chef.

KID'S MEAL PREP/SERVER: In charge of safely, efficiently, and effectively serving all children's meals. Assists with preparation of cold food for children's meals; stocks satellite buildings with all food goods, transports all food items to children's facilities via golf cart; responsible for serving food to children with severe allergies and being extremely vigilant about this process; sets-up and breaks-down children's dining rooms (plates, bowls, silverware, cups, napkins, placemats, serving bowls, utensils, etc.); keeps buffet table replenished and makes sure hot foods stay warm; cleans up kitchen and dining rooms (put away food, cleans counters, sweeps/mops floor, etc.); cares for and maintains equipment; assists with inventory (utilization, rotation and items needed); maintains a clean and orderly dining area and kitchen. Must be extremely vigilant, have excellent English and communication skills, and a Driver's License.

STOCK CLERK: Responsible for receiving items from purveyors, distributing these items to their appropriate place, and rotating items as needed. Maintains inventory and assists Kitchen Manager when ordering supplies. Receives and unloads delivery trucks on a daily basis and makes sure all items are accounted for. Responsible for keeping the entryway, stairways, downstairs storage rooms and all walk-in coolers and freezers in immaculate shape – clean, organized, rotated, swept and mopped. In charge of putting away laundry and maintaining changing room. Applicant must be punctual, organized, mature, trustworthy, and reliable.