

Position Title: Dining Room Manager – Food Artisan Immersion Program
Department: Programs
Supervised by: Director of Programs
Category: Exempt
Status: Regular Full Time

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit www.taliesinpreservation.org.

Position Summary:

The Dining Room Manager works with a team including the Director of Programs (DOP), Chef de Cuisine (CC), Academic Coordinator (AC), and the Program Developer (PD) to support the effective and efficient daily operations of the Riverview Terrace Café (the café), which also serves as the teaching and learning environment of the Food Artisan Immersion Program.

Essential Functions:

- Co-manages the daily operations of the Café;
- Leads the organization and coordination of front of house operations to ensure maximum efficiency;
- Organizes the work in front of house so everything work like a 'well-oiled machine';
- Monitor and approve budgeted expenditures and ensures financial reporting is up to date.
- Obtain proper approval when expenditure is outside of authority;
- Works with the team to establish hospitality standards in accordance with the café's policy and vision, and which integrate with the program goals;
- Works with the team on scheduling to ensure both cost management and the program participant learning requirements are being considered;
- Builds a cohesive café team including paid staff and program participants;
- Plans and implements the café's beverage program;
- Provides support to the Events Manager (EM) as required;
- Assists in building relationships with community agricultural producers and finds ways to integrate those relationships into the program;
- Directs all hands-on learning activities either by demonstration or one-on-one instruction, and participates in individual mentoring activities with program participants;
- Manages and places all front of house supply orders and deliveries;
- Track sales trends and customer feedback to make recommendations on menu items, portions and/or pricing;
- Make sure all equipment is in good condition and makes recommendations on required equipment maintenance or replacement;
- Arranges for transportation of food items to the estate as required; and
- Other duties as assigned.

Minimum Qualifications:

- Hold a minimum of (1) a BSc/BA in hospitality management or (2) a bachelor's degree in another field with educational credentials from a diploma program in hospitality management or (3) an equivalent combination of education and work experience;
- 3 years of hospitality experience including customer service and sales;
- ServSafe certification or willingness to obtain within thirty days of start date;
- Demonstrated experience training others in any capacity;
- Solid understanding of hospitality procedures and best practices;
- Ability to work within an established budget for staffing and supply costs;
- Computer proficiency at a basic level including the ability to work with online forms and spreadsheets;
- Strong oral and interpersonal communication skills, and demonstrated success in collaborating with diverse groups of employees and customers;
- Demonstrated ability to prioritize tasks, maintain flexibility, and balance changing priorities while maintaining established standards; and
- Ability to work a flexible schedule.

Preferred Qualifications:

- Advanced teaching and/or facilitation skills;
- 2 years of restaurant middle management experience;
- Experience with gardening and/or farming;
- Experience in a non-profit environment; and
- A knowledge of the life and work of Frank Lloyd Wright, Taliesin, the experience of the Taliesin Fellowship, and the mission of Taliesin Preservation.

Physical Demands and Employment Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Signature of Position Holder:**Date:**

This description does not constitute a contract for employment with Taliesin Preservation, Inc., or any affiliate, either express or implied, and TPI reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this description are designed by TPI to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.