

Devon Van Noble
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POSITION DESCRIPTION

Front of House Assistant Manager

Background:

Van Noble Farm is a growing farm-to-table venture focused on creating barbecue-centered, local food menus for weddings and special events throughout the Finger Lakes. Our farm and commercial kitchen are located in Trumansburg, just 8 miles outside of Ithaca, NY. We raise all of our own pork at Van Noble Farm, and typically customers come to us because they wish to feature a pig, lamb, or chicken roast as the centerpiece of their event. We pride ourselves in the quality and freshness of the menus we offer, and we source our ingredients from vendors like Remembrance Farm, Stick & Stone Farm, Wide Awake Bakery, Farmer Ground Flour, and Regional Access. We cater at many of the prominent catering venues throughout Tompkins County and the Finger Lakes, and we have a lot of fun every weekend creating delightful and tasty experiences for our customers.

Description:

As a Front of House Assistant Manager, you will work in coordination with the Catering Director to ensure the timeline, food service, and details of each event run smoothly. In the absence of the Catering Director you will serve as the manager of the event. During events the Assistant Manager will work with Chef & kitchen to make sure the event timeline is followed and food is served on time, coordinate breaks & meal times for all staff, serve as point of contact for event coordinators. When the Catering Director is present the Assistant Manager & Catering Director will work as a team on the details of the event. Ability to delegate, communicate clearly & effectively, attention to detail, and positive attitude are critical to this role! Some management or team leading experience is required.

In addition to management tasks, be prepared to complete any front of house related task: set up dining rooms and buffets, to serve appetizers, main courses, and desserts, and to breakdown dining areas at the end of the evening. We expect the Front of House staff to have an attention to detail and a kind, customer service mentality. At times you will be expected to assist with carrying heavy items and to work quickly in order to complete tasks in a timely manner. Most importantly, you will need to work as a team with the rest of the staff to make each event enjoyable for both customers and the staff team alike.

Wage: Starting wage is \$20 per hour, plus tips. Tips are part of every catered event and are built into our invoicing for each customer. Tips are distributed amongst all employees based upon number of hours worked on the day of the event. The work can be demanding at times, but we believe employees should feel well-compensated for their time and efforts.

Shifts: Catering events primarily are scheduled on Saturdays from May to September-October. Front of House Manager will usually start their shift between 12pm and 3pm, and shifts can last for 8 to 10 hours. We offer a 15-minute break for each shift over 4 hours and a 30-minute lunch/dinner with a

delicious staff meal, for any shift over 6 hours. Generally, we can work flexibly with your schedule so if you are unable to work for certain weeks of the year, just let us know in advance and we can fill in with someone else.

How to apply: Please reach out to us by phone or email to schedule a brief interview to learn more about the position and for us to learn more about you. We look forward to speaking with you!
catering@vannoblefarm.com or (607)319-6815