



BOATHOUSE CAFE MANAGER

About Scissortail Park

The 70 acre Scissortail Park, designed by internationally-acclaimed landscape architecture firm, Hargreaves and Associates, links the heart of the city to the Oklahoma River, long aspired to and now part of the city's "Core to Shore" master downtown development plan. This \$135 million project is funded by a city-wide civic improvement tax. The new park, located just a block south of Myriad Botanical Gardens, will feature extensive gardens, a Great Lawn and outdoor performance venue, a lake and boathouse, a café, recreational facilities, children's play areas, dog park, a civic scaled interactive fountain, roller skating rink, and multiple walking/jogging paths; all set within regionally-specific native woodland and prairie landscapes. Over 1,000 trees will be planted in the 36-acre Upper Park with hundreds more in the 34 acre Lower Park.

Summary

The Manager of the Boathouse Café will be responsible for all food and beverage operations. The Manager works closely with the Director of Events and the Chief Operating Officer to create, implement, and develop the food and beverage selections, alcohol sales, staffing of the Café. This position will identify and realize the vision for the Boathouse Café, establish revenue goals, and develop growth for Scissortail Park. The Café will work to increase the Park's potential as an attractive and popular local destination. The Manager researches market trends and targets existing best practices to increase revenue. The focus of the Café will be with locally sourced products, fresh and healthy options, and produce selections based on what is in season.

The Manager will manage all aspects of the Boathouse Cafe, the potential of catering, events and rentals within the Boathouse area, and food and beverage sales at the Roller Rink. The Manager will create a positive work environment where employees are productive and appreciated.

Essential Duties and Responsibilities

- Identifies potential business opportunities for the Cafe by analyzing market strategies, to maximize revenue for the Park.
- Develop all procedures, guidelines, and policies for the Cafe.
- Possess a strong understanding of culinary local selections of food and beverage in the restaurant industry.
- Attend community functions to network and identify potential opportunities.
- Create summary reports for monthly sales.
- Identify, define and acquire revenue resources available to the Park through various events and rentals.
- Work collaboratively with staff members to identify avenues of economic support for events in the Park.
- Interview candidates, hire, and train all staff for the rink.
- Train all Cafe staff, equipment maintenance, and all Cafe operations.
- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of employees and contractors.

- Coordinates with outside groups and businesses in activities designed to benefit the Cafe programs.
- Identify and coordinate sales of snacks and beverages for the Roller Rink.
- Develop food safety protocols for the Cafe.
- Maintain food safety handler's license.
- Train all staff and enforce safety procedures.
- Prepares and maintains operational budget plans and accounts for the Park.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained.
- Maintains records and prepares necessary reports including financial reports that account for revenues and expenditures.
- Knowledge of training and supervisory techniques. Knowledge of employee policies and procedures.
- Other duties as assigned.

Supervisory Responsibilities

- Cafe Hourly Staff

Education and/or Experience

- Minimum of 5 years of restaurant experience, preferably in a management role.

Computer Equipment and Software Requirements

- Excellent word processing skills; must have expert-level skills with MS Office, especially Excel.
- Experience in use of standard office equipment.

Skills and Abilities Required

- The ideal candidate will be highly energetic, committed, and a sophisticated organizer, implementer, and problem-solver with experience working within a dynamic non-profit organization. Must have excellent rink experience, financial management, and personnel management skills, with a minimum five years of experience.
- Strong management skills and the ability to motivate, excite, and educate internal and external resources. This person should also have the ability to inspire the staff and all others involved with the Park to be effective resources in growth endeavors.
- Solid organizational skills blended with a high degree of creativity with regard to development activities. Capable of developing and implementing clear goals, systems, and priorities.
- Must be highly articulate and diplomatic with strong written and verbal communications skills. An astute, sensitive, and tactful listener.
- Excellent organizational skills, with emphasis on priorities and goal setting
- Strong proficiency in Microsoft Word, Excel, PowerPoint and statistical analysis software
- Ability to communicate information, whether technical or non-technical to staff members and customers, in a clear and concise manner
- Strong proficiency in Microsoft Word, Excel, PowerPoint and statistical analysis software

Work Environment

Must be able to work both indoors and outdoors. Some locations visited during the course of executing job duties may not be wheelchair accessible. The workweek will be flexible throughout the year. During the Cafe season, hours and days will typically be Wednesday through Sunday, 11:00am-7:00pm. Hours outside of this schedule should be expected. Off-season hours will typically be Monday through Friday, 8:30am-5:00pm.

Benefits

This full time position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays.

Equal Opportunity Employer (EOE)

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.