

## **Supervisor In-Training**

The Loveless Cafe is a popular restaurant with an abundant amount of history and a wonderful reputation in the Nashville area. Excellent benefits such as Medical, Dental, Vision, Life Insurance, supplemental insurances, matched 401K/ROTH, Student Loan Payment assistance, Paid Parental Leave and PTO are available for eligible employees beginning as early as 60 days. Promoting from within the company is encouraged and practiced regularly.

The Loveless Events team is seeking an Event Server, who will specifically be trained to become a Supervisor in July of 2019.

**In the performance of their respective tasks and duties, all employees are expected to conform to the following:**

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, guests and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.

## **Position purpose**

This position will begin as an event server and set up assistant with Loveless Events. During this time, this person will learn the details associated with room and space cleanliness and set up as well as the factors involved in every aspect of event execution. This is including but not limited to storage area maintenance, set up of floor plans, event execution to include catering and bar set up, client management, breakdown, etc. This person is hired on a specific track to be promoted to Event Supervisor on July 1st should all trainings be completely to the Operations and Venue Manager's satisfaction. At that time, Event Supervisor pay rate will apply and Supervisor training will take place. This training is included but not limited to opening and closing of the building, management of servers and clients, execution of events in the Loveless Barn, Harpeth Room and off-site events. Full knowledge and execution of all details associated with events.

## **Responsibilities/Duties/Functions/Tasks**

- Assist Operations and Venue Assistant in cleaning both venues
- Assist in setting spaces for events (stage assembly & dismantle), tables, chairs, linen, church pews, etc.
- Assist in loading and preparing catering vehicles for off-site events
- Complete assignments as laid by Event Supervisor and Banquet Event Order (BEO).
- Follow diagrams and pull lists for proper set up as required for each event.
- Report to Supervisor for specific direction on tasks to be completed.
- Set up beverage stations as needed for each event.
- Successfully execute food service and demonstrate an understanding of the service styles we offer (Buffet, Stations, Family Style and Plated Meal).
- Clear and maintain guest tables on main floor.
- Work with others to maintain and organize the breakdown area.
- Dispose of trash throughout the day/evening. Uphold the existing policies and procedures set forth by The Loveless Barn Training Guide and the TABC
- Awareness of challenges and anticipating guest needs.
- Knowledge of staff strengths and weaknesses.

### **Qualifications**

- Previous Banquet Service and/or Restaurant experience is preferred but not a requirement
- Excellent oral, reading and written communication skills, including the use of email
- Superior work ethic with a positive attitude
- Experience leading a team is preferred but not required

### **Special Position Requirements**

- Valid Tennessee Driver's License
- Must have availability to work a changing schedule
- Will work nights, holidays and weekends
- Must have reliable form of transportation

### **Preferences**

- ABC Certified a plus
- Serve Safe Certified a plus
- Knowledge of Food and Beverage Software (Aloha)
- Creative, highly motivated, eager, and enthusiastic while implementing company policies, standards, programs and procedures
- Willing to be hands-on with staff and operations and be willing to work event-based hours that include evenings and weekends
- Ability to work in a diverse environment with focus on client and customer services is essential to success in this role
- Supportive team player

### **Work Requirements**

- Must be able to lift 50lbs
- Must be able to work in non-climate controlled environments
- Must be able to stand during entire shifts
- Must be able to reach, bend and stoop frequently

### **Pay Range**

\$16/hour

If you are seeking a career with a great company that offers growth potential and are interested in this position, please respond with a little information about yourself along with your contact information.

*The Loveless Cafe GP is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V*