

Positions available at Les Bourgeois Vineyards as of 9/5/19

Department	Position	EE Manual Job Description
A-Frame	A-Frame Staff Member	Staff members at the A-Frame provide guests with the best possible service and experience. They are expected to prepare food items, open and pour wine, operate the registers, clean the premises on a regular basis and share in cleaning responsibilities.
Front of House Bistro	Assistant Manager	An Assistant Front of House Manager is an hourly employee responsible for management of wait staff, customer service, and financial operations as Manager on Duty.
Front of House Bistro	Bartender	The bartender's primary focus is to pour wine and mix drinks and other beverages of high quality while ensuring that every guest receives friendly, expedient service.
Front of House Bistro	Bus Person	Works with service staff to ensure the best possible service to our Guests.
Cellar	Cellar Hand	Assist in all facets of production; working the crush pad, racking the barrels, Drain and shovel out the tanks; clean the tanks, presses, lines and other equipment; prep the barrels; stir and top the barrels. Works with Cellar Master and winemaker to accomplish all winemaking tasks on a day to day basis.
Back of House Bistro	Dishwasher	The position of Dishwasher is an entry-level job that requires the cleaning and sanitizing of all Kitchen and Front of House cookware, flatware, glassware and dishware. During periods when time is available, the Dishwasher is expected to do more thorough cleaning and sanitizing work on the line and in the Kitchen in addition to aiding in any preparation work, as directed by the managing Chef.
Private Events	Banquet Manager	Take direction from Event Director. Oversees all events are executed to client satisfaction. Oversees the event staff and follows event operational procedures. Closes invoices through excel and MICROS.
Facilities	Grounds Keepers	The grounds and maintenance staff maintains the appearance and overall aesthetics of Les Bourgeois property.
Front of House Bistro	Host/Hostess	The Host/Hostess' primary responsibility is in greeting our guests as they enter the Bistro and to seat them in a timely and professional manner. Hosts are expected to know all the table numbers and station assignments in order to seat guests in a proper station rotation. Build and manage guest relationships.
Back of House Bistro	Line Cook	Line Cooks prepare and produce the menu items and specials. In addition to aiding the managing Chef in preparing food to be cooked on the line during the lunch and dinner shifts, line cooks will be asked to run one or more of the various parts of the line (pantry, grill, sauté, ovens or catering). All line cooks should have detailed knowledge of how to prepare and cook every item on our lunch and dinner menus.
Private Events	Private Event Staff	Take direction from Catering Director and Banquet Manager. General knowledge of Bistro and Catering procedures including tableside service. General wine and bartending skills. Aid in bussing. Physical labor during setup and execution of events. Exceptional customer service including being polite, friendly, helpful, and professional.

Back of House Bistro	Sous Chef	The Sous Chef is the kitchen's shift manager who oversees the operations and duties of all kitchen personnel. In addition to aiding the Executive Chef in inventory control the Sous Chef is expected to run the line during the hours of operation, as well as train line cooks on the proper preparation and presentation of all menu items.
Front of House Bistro	Server	The server's primary goal is to create a fine dining experience for each of our Guests at Les Bourgeois Bistro. Serving our guests our fine food and beverages and presenting the check, all in a timely and professional manner.
Private events/ Back of	Catering chef	Prepare food for all catered events scheduled by private events director as well as any special events throughout the season. Works closely with private events director and executive chef for custom menus. Assists executive chef in supervising kitchen staff in overall BOH operations. Oversee catering/prep cooks and working closely with banquet manager to assure all dishes are made at a timely fashion and presented beautifully. Works under the executive chef to coordinate ordering needs and prep schedule. When events are slow as it will at certain times of the year, this position becomes a utility job and assists at any facet of kitchen operation under the supervision of executive chef.
Back of House Bistro	Catering/prep cooks	Prepares and produce food items needed in both catering and restaurant needs. Works closely with line cooks, Sous chefs and catering chefs to create and finish prep production lists at a timely and efficient manner. Assists catering chef to cook catering menu items in all events as well as cross training on various stations on the line.