



Upper Moreland Swim Club

Gator Grille Manager (15-25 Hours per Week)

Position Overview

The Gator Grille Manager is responsible for the day-to-day operation of the Gator Grille and serves as the on-site leader for food service operations during assigned shifts. This role is critical to the overall member experience and requires professionalism, sound judgment, and the ability to lead independently in a fast-paced, seasonal environment.

In addition to managing daily operations, the Manager is responsible for training staff in efficient, consistent operating practices to ensure the Gator Grille runs smoothly even when the Manager is not present.

The Manager oversees staff, ensures food safety and sanitation standards are met, maintains inventory and cash controls, and enforces club policies in a respectful and consistent manner. This position reports to the Vice President.

Minimum Qualifications

- Must be 18 years of age or older by Memorial Day
- Completion of Criminal Record Check and Child Abuse History Clearance prior to opening day
- ServSafe Manager Certification (strongly preferred by Memorial Day 2026; must be obtained if not already certified)
- 2+ years of supervisory or management experience in food service, hospitality, concessions, or a similar environment (strongly preferred)
- Strong communication, leadership, and problem-solving skills

Preferred Experience & Profile

- Experience working in a member-based club, pool, or seasonal operation
- Proven ability to supervise seasonal staff
- Demonstrated ability to teach, reinforce, and sustain operational efficiencies
- Comfortable working independently with limited day-to-day oversight
- Confident interacting with members, families, and club leadership
- Experience with inventory management, cash handling, and vendor coordination

Key Responsibilities

Leadership & Operations

- Serve as the on-site leader for Gator Grille operations during assigned shifts
- Train staff in efficient workflows, food preparation standards, and service expectations
- Establish consistent operating practices so staff can perform effectively in the Manager's absence
- Observe staff performance and provide real-time coaching and corrective guidance
- Create and manage staff schedules based on business needs
- Maintain a calm, professional presence during high-volume periods
- Ensure opening and closing procedures are followed consistently

Staff Management

- Communicate expectations clearly and enforce club policies consistently
- Monitor staff rotation and ensure required breaks are provided
- Address minor performance issues in real time and escalate concerns as appropriate
- Attend and participate in orientation and in-service training

Food Safety & Sanitation

- Ensure all kitchen, food prep, storage, and service areas meet health and safety standards
- Oversee cleaning and sanitation, including dishes, equipment, floors, counters, and cutting boards
- Maintain a clean, organized, and presentable Gator Grille and surrounding area



- Follow and enforce all safety protocols and Emergency Action Plans (EAP)

Inventory, Cash & Equipment

- Maintain and organize inventory using FIFO (first in, first out) method
- Coordinate product pickup from vendors as needed
- Operate kitchen equipment safely (grill, fryers, ovens, etc.)
- Process cash and credit card transactions accurately
- Retrieve, count, and secure daily cash for deposit

Member Experience

- Enforce UMSC and pool policies in a professional and personable manner
- Resolve routine member concerns independently and escalate issues when necessary
- Maintain a clean, professional appearance consistent with UMSC standards

Decision-Making Authority

- Manage day-to-day staffing adjustments
- Reinforce operating standards and efficiencies across all shifts
- Address routine operational and staff issues
- Resolve minor member service issues within established guidelines
- Escalate safety, disciplinary, or policy concerns to club leadership

Physical Requirements

- Ability to remain alert and active while standing, walking, or working outdoors for extended periods
- Ability to lift or carry up to 50 pounds with assistance (cart/wagon)
- Ability to respond quickly in emergency situations

Seasonal Commitment

- Reliable availability throughout the full pool season
- Willingness to work weekends, holidays, and peak traffic periods
- Consistent attendance and punctuality are essential

The Gator Grille Manager plays a key role in ensuring a safe, welcoming, and well-run environment for Upper Moreland Swim Club members and their families. This position requires maturity, accountability, and the ability to build systems that allow the Gator Grille to operate efficiently beyond the Manager's physical presence.