

# **MANAGER - TAHOE BOWL**

## Position Description

Position Title: Manager

Reporting to: Reports directly to the President of VanSan Hotels & Resorts. Works in conjunction with Controller and the International Land Group DE., Inc.

Date: May 1, 2010

---

### **Summary of Position Responsibilities:**

Develop, direct and motivate the Tahoe Bowl Team to ensure the successful operation of the Center. Create and successfully execute strategies and tactics necessary to achieve sales goals, established service standards and Tahoe Bowl's Annual Forecast and Budget. Prioritizes proposed Capital Projects to fit within our Annual Capital Budget submission. Work closely with VanSan on long range planning, marketing, Team member development and day-to-day operations. Oversee the operation of the Center to include Lane 17 Sports Bar and the relationship with the staff of Blue Dog Pizza. Work within the financial guidelines of our approved annual forecast and budget. Adhere to the employment policies and practices as outlined in Tahoe Bowls Team Member Handbook. Assist the Manager of the Tahoe Rivera Trailer Park in the operation of this facility. Represent Tahoe Bowl in the local community to include but not limited to the City, Chamber of Commerce and bowling leagues.

### **Qualifications:** Education, Knowledge, Training & Experience.

- Two years of continuing education at the college level.
- A preferred candidate will have a minimum of three years management experience at a bowling center or in a related, labor intensive service field.
- Experience as a league bowler would be beneficial.
- Training and/or hands on experience in the maintenance of bowling equipment similar to that in use at Tahoe Bowl would be a plus.
- Experience in the operation of a lounge or bar is preferred.
- Serious candidates must demonstrate strong communication (written and verbal) and inter-personal skills.
- The successful candidate must have excellent computer skills, an understanding of the Internet and be able to lead our print and on-line marketing efforts. This would include the expansion of our social networking efforts.

### **Description of Duties**

- Adhere to bookkeeping and cash handling policies and practices.
- Direct involvement in inventory and beverage control.
- Remain in compliance with City, County, State and Federal laws and codes.
- Maintain the highest level of team member and guest safety and security.
- Update Tahoe Bowls Marketing Plan annually.
- Be familiar with and adhere to the rules and guidelines of: USBC, YBA, leagues and tournaments.
- Prepare written highlight reports to accompany Annual Forecast and Budget, Capital Budget and Monthly Financial Statements.
- Maintain and enhance Tahoe Bowl's reputation with visitors and in the local community as Tahoe's Family Fun Center.

### **Related Skills**

- The successful candidate must have a proven aptitude for and experience in the resolution of mechanical issues as they relate to our bowling equipment and building maintenance.
- Candidates should be familiar with personal computers, proficient in Excel, Adobe Acrobat (pdf) and Microsoft Word. Familiarity with point of sales systems and bowling control management desk.
- A qualified candidate should also have Internet knowledge to include Websites, Blogs and Social Marketing and must be able to type at 50 words per minute.
- It is necessary for the Manager to possess a proactive thought process with strong deductive reasoning.

### **Physical Skills**

Must possess the ability to lift 50 pounds and move about Center promptly and with ease. Frequent bending and reaching is required. Ability to stand for extended periods of time. Proper posture while using tools, computer and office equipment is necessary.

### **To Apply**

To be considered for this position please visit [www.carsonvalleyjobs.com](http://www.carsonvalleyjobs.com) and complete the resume and questionnaire. Position posting closes May 31, 2010 at 5pm.