



(907) 586-4146

fax (907) 586-4242

www.silverbowinn.com

inn • bakery • restaurant • catering • cinema

POSITION:

General Manager

PURPOSE OF POSITION:

Under direction from owner and limited direction from kitchen supervisor, oversee all operations in every department of Silverbow.

DUTIES/RESPONSIBILITIES:

Responsible for every function in each department of Silverbow.

Responsible for organization and cleanliness of kitchen and inn.

May be required to perform tasks outside of job description when needed.

KNOWLEDGE AND REQUIREMENTS:

General knowledge of commercial kitchen operations required.

Must be able to function under limited supervision and in fast-paced environments.

Must have Alaska food workers card and Techniques of Alcohol Management (TAM) card.

Must have valid drivers license.

Able to communicate verbally, and understand and follow written and verbal instructions.

WORKING CONDITIONS:

Bakery kitchen at Silverbow, 120 2nd Street

May be expected to work in various locations.

ASSIGNMENT/APPROVAL OF WORK:

Receives direction and approval from owner.

RESPONSIBILITY/ACCOUNTABILITY:

Directly impacts the day-to-day operation of the Silverbow Bakery, Inn, and Catering.