



(907) 586-4146

fax (907) 586-4242

www.silverbowinn.com

inn • bakery • restaurant • catering • cinema

POSITION:

Office Assistant

PURPOSE OF POSITION:

Under direction from owner and limited direction from kitchen supervisor and general manager, performs all administrative tasks.

DUTIES/RESPONSIBILITIES:

Responsible for both kitchen and inn functions, including producing high quality food in a timely manner.

Must be knowledgeable of all departments within Silverbow.

May be required to perform certain tasks outside of job description.

KNOWLEDGE AND REQUIREMENTS:

Ideal applicant has excellent organizational skills and can work well in a fast environment.

Must have Alaska food workers card.

Must be able to function under limited supervision.

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

WORKING CONDITIONS:

Silverbow, 120 2nd Street

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.

Will be looked to as a role model; all actions will be accounted for.