

# FOOD AND BEVERAGE MANAGER

**Summary:** Specific emphasis on all food and beverage outlets (restaurant, tavern and event center), in order to achieve a friendly atmosphere of superior guest service and product quality. The Food and Beverage Manager is directly responsible to plan, organize, direct, and coordinate the workers and resources for efficient, well-prepared, and profitable service. This includes training, supervision, and support of all the restaurant staff, bar staff, catering events (when the catering captain is not on site) and kitchen staff (when the Executive Chef is not on shift) in ensuring excellent service. Special emphasis is placed on accommodating guest preferences, flexibility with work assignments, efficiency, quality, and social demeanor that contributes to a hospitable environment.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

## **Responsibilities:**

- Set standards of excellence for all employees including customer services, assisting with day-to-day servicing of guests as necessary
- Directs, hiring, training and scheduling (servers and bartenders)
- Payroll administration for employees that directly report to Food and Beverage Manager
- Adhere to all rules, regulations, and policies of the Big Tree Inn
- Enforces sanitary practices for food handling, general cleanliness and maintenance.
- Daily walk around of food and beverage outlets (restaurants/tavern and event center), making notes of items that need attention and follow up to ensure items have been taken care of.
- Reporting of maintenance issues and follow up of reported items
- Makes recommendations on changes/improvements to processing and procedures. Ensures that no policies are implemented without the prior approval of the General Manager
- Notifies General Manager of equipment and supplies needed
- Reporting of maintenance issues
- Ordering of liquor, beer and wine.
- Weekly beverage inventory, completing purchase orders and receiving
- Payroll for Front of House Staff
- Attends weekly forecasting meetings
- Investigates and resolves customer concerns as they arise.
- Complies with all health and safety regulations
- Responsible for managing the serving and bartending staff, making sure that concerns are addressed on timely basis and that all staff is following policies and procedures
- Directly responsible for promoting and developing teamwork
- Maintain par stocks of all applicable items
- Interacts with guests daily and throughout all meal periods; inquiring about food, service, etc.
- Ensures responsible alcoholic beverage service to our guests.
- Utilizes computer systems in ordering and inventory control.
- Maintains a professional and positive image at all times
- Acts as Manager on duty in the absence of the General Manager; oversees kitchen staff in the absence of the Executive Chef

## **Education/Experience:**

Minimum -- Associate's degree or equivalent from a two-year college or technical school and 3-5 years related management.

**Salary:** \$28,000-\$35,000/yr