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JOB DESCRIPTION

Position Title	Department	Reports to
General Manager/Director of Operations		[Managing Owner]
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

POSITION SUMMARY

Oversee the monitoring and reporting of departmental performance. Provide financial oversight and monitoring, and prepare and present financial and operations reports to senior management.

- Recruitment and Training of Department Managers
- Conducts annual performance appraisals of managers/supervisors
- Provides for development of Managers and Supervisors
- Conducts performance counseling and ensures Discipline/Termination procedures follow all guidelines
- Ensures conflict resolution procedures are followed
- Facilitate proper inter-departmental communication and organization
- Assist and support team members in any of their job functions as needed

Ensuring optimal guest experience

- Maintains appropriate environment
- Maintain all guest service standards
- Maintain high level of Guest Relations

Enhancing Revenue/ Controlling Costs

- Maintains systems for all cost controls/inventories
- Develop strategies to generate/enhance revenue
- Maintains controllable expenses and establishes effective cost control systems

Ensure Environmental Quality and Ambiance

- Ensures atmosphere is conducive to a quality experience (lighting, sound, room temperature, cleanliness, light of sight, table maintenance, VIP seating, etc.)
- Maintains standard operating procedures
- Ensures applicable health and safety requirements are met or exceeded

Required Experience

- 3 - 5 years Food and Beverage Management experience
- Experience managing a high-volume operation.
- Proven ability to lead and develop a team.
- Budgeting, forecasting, sales experience preferred.
- Ability to maintain organization in a changing environment.
- Exhibits initiative, responsibility, flexibility and leadership.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to walk and stand during entire shift. The employee frequently must lift and carry racks or stacks of dishes, glassware, and other utensils, weighing up to 30 pounds, up to 50 times per shift. The employee occasionally lifts and empties trashcans weighing up to 150 lbs., with assistance, up to two times per shift. The employee frequently bends, stoops, reaches, pushes and lifts. The employee works primarily indoors in a hot, damp environment with some work done outside. This position required the occasional exposure to sharp machinery, broken glass, metal cans, and heat sources with some potential for injury. The employee is frequently required to wash hands. The noise level in the work environment is usually moderate to high.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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