



JOB POSTING

POSITION: Dining Room Manager

LOCATION: Chambers Bay Golf Course

REPORTS TO: Food and Beverage Director

Position Summary:

Directly supervises all restaurant staff, including servers, bartenders, and server assistants. Hires, trains and supervises subordinates.

Essential Duties and Responsibilities:

- Supervise employment activities for applicable staff members, including but not limited to, personnel recruitment and selection, performance evaluations, training, compensation, discipline and termination, etc.
- Establish weekly schedules for all restaurant staff. Holds staff accountable to weekly schedules.
- Ensure staff is performing daily side work and staying on task.
- Ensure maintenance of all appropriate sanitation standards including, but not limited to, employee hygiene and uniforms, kitchen food service equipment and preparation areas, food storage areas, receiving areas, washing areas, dining areas, patio, bar areas, and restrooms.
- Establish and implement a cleaning and preventative maintenance program for appropriate fixtures, equipment, appliances, vehicles, etc.
- Oversee quality levels of food and beverage products and maintain standards in production, presentation, services, facilities, and guest satisfaction.
- Ensure operations comply with all state and federal laws, rules and regulations, relating to food and beverage sanitation, alcohol and tobacco, and ADA requirements.
- Keep menu items up to date in POS system.
- Assist with weekly ordering of alcohol and front of house supplies.
- Perform monthly inventory, price checks on non-alcoholic, alcoholic beverages and all front of house supplies, imputing new product in inventory sheets.
- Assist in resolution for unhappy patrons.
- Perform other duties as appropriate.

Qualifications:

- High school required. College degree preferred.
- 2 years applicable functional, supervisory and/or management experience, preferably in the golf industry.
- 2 years serving in a fast pace and/or fine dining restaurant.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends.
- Positive attitude, professional manner and appearance in all situations.

Supervises:

Restaurant Staff. Servers, Bartenders, and Server Assistants

Classification:

Full-time, Non-Seasonal, Hourly

Working Conditions:

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with outdoor work on the patio. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals and solvents on a daily basis. May be exposed, from time to time, to inclement weather, potentially dangerous pesticides, herbicides, fertilizers, and equipment

movement hazards. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed at all times.

Machine/Equipment/Tools Used:

Food service equipment, utensils, serving utensils, golf carts

Physical Requirements:

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Give and/or follow verbal and written instructions
- Supervise subordinates
- Visually inspect all work areas
- Operate equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 8 hours at a time
- Lift up to 50 lbs

I have read and understand all of the above. I have reviewed the principle duties for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Employee _____ Date _____

Supervisor _____ Date _____