



JOB DESCRIPTION

POSITION TITLE:	Restaurant Manager
STATUS:	Full Time
REPORTS TO: COMPENSATION:	F&B Director Salary

Position Summary:

- ❖ Perform responsibilities in accordance with all company standards, policies, and procedures.
- ❖ Supervises daily dining and bar operations
- ❖ Trains front of the house staff on all aspects of Excellent Member Service
- ❖ Focused on development of all staff – Daily monitoring and follow up for Excellence
- ❖ Maintains Jonas POS system for F&B
- ❖ Schedules and assures proper FOH Staffing for outstanding member service
- ❖ Recruit and retain staff to optimum levels

Essential Functions

- ❖ Responsible for practicing, supporting, and promoting Bishops Bay Country Club’s Company-wide culture and demonstrating Excellent Service Standards at all times.
- ❖ Interact with all members during their dining experience and assure optimum satisfaction.
- ❖ As needed, fill in on any deficiencies in service to assure outstanding member service.
- ❖ Monitor members dining experience throughout to assure everything is perfect.
- ❖ Train and coach FOH staff daily for improvement in performance.
- ❖ Take orders and process in the Jonas system.
- ❖ Performance reviews for staff members
- ❖ Attendance tracking on all staff

- ❖ As needed, balances the cash register at the end of the shift and prints proper reports for the accounting department.
- ❖ Monitor the timeliness of delivery of beverages to tables while communicating with servers constantly
- ❖ Monitor Jonas system throughout the shift to verify all guest checks are accounted for and correct.
- ❖ Managing and modify established side work duties.
- ❖ Promote all upcoming events to the staff and members
- ❖ Hold daily preshift meetings with staff to assure they are well informed and focused
- ❖ Greeting members & guests.
- ❖ Assist in managing all special events with the F&B Director.
- ❖ Monitor and Manage constant clean as you go, always keeping your environment spotless.
- ❖ Secures building and sets alarm at the end of every shift refer to the SOP for end of night operations.
- ❖ Develop new SOP's to ensure all aspects of the F&B FOH operations are perfect
- ❖ Any reasonable request of the F&B Director or GM/COO

Minimum Qualifications:

- ❖ Any combination of education, training, or experience that provides the required knowledge, skills and abilities.
- ❖ Must be at least 18 years of age.
- ❖ Ability to work with a high level of detailed service and attentiveness.
- ❖ Excellent organizational skills.
- ❖ Must have EXCELLENT attendance!
- ❖ Ability to obtain / renew all required licenses or certification as needed.
- ❖ Practice the Ten/Five rule consistently.
- ❖ Must report to every shift on time, in proper uniform, ready to work.
- ❖ Detailed knowledge of cuisines, wines, spirits and beverage.
- ❖ Ability to work with a high level of detailed service and attentiveness.
- ❖ Must possess strong teamwork skills
- ❖ Must act independently in high-energy diverse environment.

Physical Requirements:

- ❖ Requires normal, corrected vision range, the ability to distinguish letters, numbers, and symbols.
- ❖ Must be capable of lifting 40Lbs.
- ❖ Requires the physical ability to stand for long periods of time, bend or reach a height of six (6) feet
- ❖ Requires eye/ hand coordination

- ❖ Requires normal sense of smell, taste, touch and sound
- ❖ Requires good verbal communication skills
- ❖ Employees may be required to stand, walk lift reach, push pull and grasp.
- ❖ These task include maintenance and care of assigned area; maybe subject to high noise levels

Work Conditions:

- ❖ Constant contact with fellow Employees and Members/Guests
- ❖ Requires standing and walking for extended periods
- ❖ Work is typically in an area which may be unusually hot, cold, noisy, indoors and/or outdoors service.
- ❖ Work may be performed in small area with a 3-ft. access.
- ❖ Task performed from a non-sitting position.
- ❖ Employees will be required to stand, walk, lift, reach, push and grasp.
- ❖ These tasks include the maintenance and care of an assigned area. Work entails chemical usage.
- ❖ Constant contact with staff and customer.

Important Notices:

- ❖ This job description is not an exclusive or exhaustive list of all job functions that a Employee in this position may be asked to perform from time to time. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the property.
- ❖ The applicant is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.

Dept. Representative Name & Title

Employee's Name (please print)

Dept. Representative Signature

Employee's Signature

Date

Date

Resumes to:

Jeff Murray, CCM

Chief Operating Officer

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