

JOB DESCRIPTION

Job Title: Assistant Food & Beverage Manager



Reports To

Food & Beverage Manager

Job Summary

Not only do you like to supervise a team, you also like to roll up your sleeves and lead by example. Confidence, attentiveness and critical thinking skills will be used as you analyze restaurant needs. You should possess exceptional communication skills and ability to multi-task. A passion for the food service industry is essential. This person will work directly with the F&B Manager and primary responsibilities will be assigned by them. Nights, weekends and some holidays are required for this position. Salary DOE.

Activities & Responsibilities

Primary

- Promote, work, and act in a manner consistent with the mission of **The Ridge Golf Association**.
- Ensure that all restaurant policies, procedures, standards, and training programs are followed and completed on a timely basis.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Supervise and participate in kitchen and dining area cleaning activities.
- Estimate ingredients and supplies required to prepare a recipe.
- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Assign duties, responsibilities, to employees in accordance with work requirements.
- Be knowledgeable of restaurant policies regarding personnel.
- Perform personnel actions, such as providing employee orientation and training.
- Responsible for scheduling.
- Must be able to obtain all necessary licenses as required by local, state, and federal government.
- Recommend measures for improving work procedures and worker performance to increase service quality and enhance job safety.
- Perform some food preparation or service tasks, such as cooking, clearing tables, and serving food and drinks when necessary.
- Attend all scheduled employee meetings and offers suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.
- Publish Social Media communication and marketing.

Schedule:

- Day Shift
- Night Shift
- Weekends
- Holidays

Benefits

- Health Insurance
- Dental insurance
- Vision Insurance
- Flexible schedule
- Paid time off
- Retirement plan – with matching contribution
- Profit Sharing
- Golf Membership