



Job Description

Job Title: Food & Beverage Manager

Department: Food and Beverage

Reports To: Director of Food and Beverage

Essential Job Functions:

- Recruit, interview and train food and beverage staff
- Budget the weekly expenses of the restaurant
- Solve any customer complaints or issues
- Ensure all licenses are current including health, safety and foods/beverage
- Follow all food and beverage safety regulations
- Create employee schedules based on expected customer numbers
- Set long term goals for the restaurant and bar
- Ensure high quality food comes from the kitchen
- Set and maintain standards for safe food handling, cleanliness and safety
- Partner with the Director of Food and Beverage to a menu for the restaurant
- Negotiate with vendors, order supplies, manage inventories and budgets

Job Qualifications:

- High school diploma or equivalent
- Great interpersonal, communication and customer service skills
- Ability to hire, train, manage and schedule staff
- Extensive knowledge of foods and service protocols
- Solid organizational skills, ability to create a budget and inventory goods
- Ability to use a computer and/or register to process payments
- Skilled in Microsoft Office Suite

Physical Environment:

- Ability to stand for long periods
- Ability to lift 50 lbs.