



The Flat Creek Restaurant and Saloon is looking for an experienced and enthusiastic Assistant Food and Beverage Manager to add to our team. The qualified individual will be responsible for supervising, coordinating, promoting and controlling food and beverage costs and manage day to day restaurant operations and evening banquets. They will uphold the highest quality standards, ensure superior customer service and maximize profits for the food and beverage outlets.

Essential Duties & Responsibilities of the Assistant Food & Beverage Manager

- Maintain standards of food and beverage quality and guest satisfaction
- Increase level of guest satisfaction by delivery of an improved products through employee development, job engineering and quality image
- Manage in compliance with company policies and procedures
- Maintain procedures for credit control and handling of financial transactions
- Manage food & beverage team hours on a shift by shift basis to keep payroll in line
- Implement and maintain effective two-way communication systems which reach all employees
- Develop new programs which result in an increased level of customer satisfaction and operational excellence
- Assist Director of Operations in interviewing, hiring and development of food & beverage team
- Conduct monthly staff meetings and training sessions to ensure team members are well educated and informed
- Weekly inventory and ordering of liquor, beer, wine and non-alcoholic beverages
- Conduct monthly liquor inventory of saloon and banquet bars
- Monitor and counsel team members for infractions according to handbook and guide them to improve service skills
- Maintain quality checks on food & beverage orders to make sure they are prepared and served properly
- Greet customers and check that they are enjoying their experience, manage guest complaints and rectify problems
- Helps all servers/bartenders/kitchen staff as needed

Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Culinary school diploma or degree in food service management or related field or minimum of 2 years' experience in food & beverage management
- Proven food and beverage management experience
- Working knowledge of various computer software programs (MS Excel, Word & PowerPoint and other hotel/ restaurant management software and systems)
- Strong self-motivation, presentation, communication and organizational skills
- Communication and leadership skills
- Ability to spot and resolve problems efficiently
- Mastery in delegating multiple tasks
- Effective decision-making skills
- Strong problem-solving skills
- Ability to develop and maintain relationships
- Knowledge of overall hotel operations as they effect the food and beverage sales
- Up to date with food and beverages trends and best practices
- Ability to manage personnel and meet financial targets
- Guest-oriented and service-minded

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.

- Frequent lifting/carrying of items up to 10 pounds
- Must occasionally lift and/or move up to 40 pounds
- Requires walking and standing to a significant degree

Work Environment

The work environment characteristics described are representative of those individual encounters while performing the essential functions of this job.

- The noise level of the work environment is usually moderate (restaurant/lounge/banquet)
- A minimum of 40 hours per week is required
- Weekend, evenings and holidays are required

Benefits

- Paid time off
- Salaried position