

Restaurant manager

Job Summary

Organize the nightly running of the dining rooms, seat guests, hand sell wine and features, deal directly with special requests from members. Coordinate those requests with the food and beverage manager and the executive chef.

Job Tasks (Duties)

1. Organize the nightly running of the dining rooms. This is to include the floor plan and servers sections and special seating arrangements.
2. Seat guests in a timely manner, and ensure that their server has begun the process of their meal.
3. Perform a general inspection of the dining room and service areas prior to and after service. The manager needs to communicate all shortcomings in service preparations and detailing to the food and beverage manager for correction.
4. Log the seating, drink, entrée times for all tables; this is to allow for both table time tracking and the communication of vital dining room information to the manager on duty and the kitchen.
5. Keep accurate dining room logs of the number of guests, featured dishes of the evening, employees and managers who worked and any problems that might have occurred throughout service. These logs are to be e-mailed to the food and beverage managers and the clubhouse manager nightly.
6. Perform a variety of tasks in reference to wine service. These are to include but not be limited to bottle wine service and decanting, hand selling featured wine, presenting wine lists and delivering beverage orders to service staff.
7. Generally promote up selling, featured dishes, chef specials, table side service and the complete dining experience.
8. Facilitate catering functions, club events and holidays.
9. Assist in the monthly liquor and supply inventories

Reports to:

Food and Beverage Manager, General Manager

Compensation:

Based upon experience