

**JOB POSTING  
BRAYS ISLAND PLANTATION**

**TITLE: Assistant Director of Food & Beverage Manager (Full-time)**

**DEPT: Food and Beverage**

**REPORTS TO: Executive Director, Hospitality Services**

**EXEMPT STATUS: Exempt**

**FUNCTION:** Serves as food and beverage Assistant Director for Brays Island Plantation restaurant(s). Responsibilities include overall supervision and direction of all food and beverage operations at Brays Island facilities and private and community events. Ensures that all support and service is conducted and fulfilled in a manner consistent with the ONE BRAYS Leadership Credo.

**DUTIES & RESPONSIBILITIES:**

1. Responsible for the day-to-day operation of the restaurant(s), bar/lounge, and, as required, catering functions.
2. Develops menu, food presentation format, and cost control procedures for all inventory items. Ensures that actual costs remain within acceptable budgeted limitations.
3. Sets staffing requirements, work schedules and training programs.
4. Establishes vendor files for the timely ordering of all consumables and operating supplies.
5. Maintains exacting control over state-monitored areas; e.g., alcoholic beverage/sale and distribution, hygiene and sanitation.
6. Researches new products and develops cost benefits evaluation.
7. Monitors ordering and receiving of merchandise to ensure proper quality, quantity and price.
8. Promotes and maintains a program which results in the highest level of customer satisfaction.
9. Personally, greets guests whenever possible, while overseeing service and presentation on a routine, random basis. Personally, responds to guest complaints. Periodically checks with members/guests to ensure proper and timely service.
10. As required, directs the planning and implementation for special events and/or catered affairs. Catered affairs may be in other plantation facilities.
11. Ensures correct handling procedures, minimizing china and glassware breakage, and food waste and spoilage.
12. Plans and promotes external and internal marketing and sales promotional activities for the food & beverage operation.
13. Ensures that adequate cash control procedures are followed, and that documentation for same is reported in an accurate and timely manner.
14. Ensures that all employees involved in the serving and distribution of alcoholic beverages are fully aware of, and understand the Dram Shop Theory.
15. Ensures that the dining room and bar/lounge are always prepared, clean, and ready for scheduled operation. Checks all areas to ensure that server

- stations and support items are available and clean, that tables are properly set and presented, that the hostess stand is clean and properly stocked with menus/reservation chart/checks/credit forms, etc.
16. Ensures that all components of the POS system and related cashier functions are properly working. Ensures that cash receipts are properly recorded, deposited, and reported. Oversees administrative requirements to include credit transactions.
  17. As staffing needs dictate, may be required to assist in the actual operation of any department within the restaurant; i.e., food preparation, serving, bar/lounge, cashier/hostess.
  18. Foster a “One Brays” culture that ensures alignment to values, employee engagement, owner-eccentricity, and resource sharing.

### **PHYSICAL REQUIREMENTS:**

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
4. Position involves kneeling stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 60lbs. This can occur throughout the day.
5. This position will alternate between working indoors in a controlled climate and with proper lighting, to an outdoors setting with variable climate and lighting.
6. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.
7. Must be able to adapt to the climate with marked changes in temperature from the heat in the kitchen area to the cold of refrigerated areas.
8. Must be able to transport oneself throughout the project site including but not limited to the golf course, pro shop, restaurant/lounge, and other community areas. Must have valid state driver’s license.
9. Must be mentally alert and detail oriented with good reasoning and supervisory skills.

### **ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Must be able to work effectively and cheerfully in an environment, which may be stressful due to adversarial situations resulting from the proper performance of duties.

3. Must be able to work in a well-lighted, temperature-controlled area sufficient in size to allow freedom of movement to accomplish tasks. May also be exposed to the outdoor elements in an uncontrolled temperature with varied lighting.

**EDUCATION AND EXPERIENCE:**

1. Extensive background and knowledge in managing food preparation service and bar operations. Formal educational training preferred. Strong supervisory/managerial skills.
2. Minimum 3 years' experience in restaurant purchasing.
3. Working knowledge of all commercial restaurant equipment to include, but not be limited to the grill, convention oven, meat slicers, kitchen tools, or alcoholic beverage dispensers.
4. Working knowledge of POS systems.
5. Excellent interpersonal skills and F&B program creativity required.
6. Ability to plan and generate catered affairs a plus.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; i.e., emergencies, rush jobs, changes in personnel, workload, technological developments, etc. ts, etc.**