

**JOB POSTING
BRAYS ISLAND PLANTATION**

JOB TITLE: Food & Beverage Manager

DEPARTMENT: Food and Beverage

REPORTS TO: Executive Director of Food and Beverage

EXEMPT/NON-EXEMPT: Exempt

SUPERVISES EMPLOYEES: Yes

FUNCTION: Assist Executive Director of Food & Beverage with daily operations at Brays Island Plantation restaurant(s). Assists with training dining service staff. Ensures that all support and service is conducted and fulfilled in a manner consistent with the ONE BRAYS Leadership Credo.

ESSENTIAL DUTIES:

1. Responsible for the supervision of waitstaff and bartender staff to include hiring, discipline, scheduling, training, and performance appraisal process.
2. Coordinates food service between kitchen and service staff in the absence of the Executive Food and Beverage Director.
3. Prepares all payroll timekeeping sheets for the department.
4. Assists the Executive Food & Beverage Director with private event planning, scheduling, and other events.
5. Updates menus, and training of point-of-sale system.
6. Schedules daily side-work assignments. Follow-up to ensure completion.
7. Inspects dining room to ensure proper appearance, and maintenance of clean and orderly area.
8. Greets customers in a cheerful and timely manner, handling complaints and special needs as necessary.
9. Assist the Executive Food & Beverage Director with beverage inventories and weekly ordering of alcohol.
10. Accomplish wine orders linens, and office supplies on specified days.
11. Greet and serve customers in a timely and cheerful manner.
12. Assists the Executive Food & Beverage Director in promoting and maintaining a program which results in the highest level of customer satisfaction.
13. Inputs revenues into the DCR and accounting procedures.
14. 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.
15. Responsible for issuing, charging and control of alcoholic beverages for Brays Island and private events.
16. Types menus, flyers, event sheets, and other administrative documents.
17. Adhere to all board rules regarding service guidelines.
18. Other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Physically and intellectually capable of operating ten key calculator, computer, and POS system.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Mentally alert, perceptive, and detailed oriented with good reasoning skills. Able to recognize safe working conditions.
4. Capable of working extended hours, to include weekends and holidays as necessary.
5. Able to receive detailed information through oral communication and to make discriminations in sound perceiving their nature with no less than 40db loss @ 500 Hz, 1000 Hz, and 2,000 Hz.
6. Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 60lbs. This can occur throughout the day.

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.

MINIMUM QUALIFICATIONS:

1. Must possess excellent interpersonal and communication skills.
2. Must possess high school diploma/GED.
3. Experience with alcoholic beverage service.
4. Experience with service protocol as outlined in training manual.
5. Comprehensive tableside service skills.
6. Must be confident of skills and ability to make sound independent decisions when appropriate.
7. Willingness to adjust and conform to varying schedules.
8. Tolerant of differing personalities.
9. Prior supervisory skills a plus.
10. Minimum 3 years experience in restaurant environment.

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; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.