

JOB DESCRIPTION

DINING ROOM MANAGER

SUPERVISES

Supervises all dining room staff

REPORTING RELATIONSHIP

Reports to Food and Beverage Director & General Manager

COORDINATES WITH

Chef, Banquet manager, Maintenance Supervisor and Receiving Clerk, Catering Coordinator

TASKS AND DUTIES

1. Member service
2. Staff supervision/scheduling & training and evaluations
3. Safety
4. Proper invoicing/recording sales & comps – HR, timecards
5. Communication/feedback with customer
6. Room/table appointments
7. Product quality & consistency (food/bar/wine) overview – coordinates with Food & Beverage Director and Chef
8. Sale & labor tracing (covers, average check, labor percentages)

PERSONAL & PROFESSIONAL ATTRIBUTES

1. Service oriented/friendly, warm, personable
2. Good leader/mentor – earns respect
3. Takes ownership and responsibility
4. Team player/leader