



PREDATOR RIDGE

Food & Beverage Manager Job Description

Purpose

Reporting to the Director of F&B, the Manager is responsible for ensuring the highest level of guest service by leading front of house operations, while working in a clean and safe environment, and meeting all financial goals for sales and expenses.

Duties & Responsibilities

- Proven ability to forecast, plan and manage products, labour expenses, staffing needs and related financials (cost/profit benefits).
- Proven ability to maximize sales and revenue through customer satisfaction and employee engagement.
- Leads team by example and through hands on orientation, training and monitoring of service standards.
- Establishes goals around systems, standards and sales, and monitors performance on a regular and ongoing basis.
- Inspects all areas to ensure safety, sanitation, energy management, and preventive maintenance.
- Ensures standard operating procedures for revenue and cost control are in place and maintained.
- Assists with planning and execution of sales and marketing activities and identifies ways to promote functions and expand business.
- Establishes quantity and quality output standards for all positions.
- Ensures all legal requirements are consistently adhered to for alcoholic beverages, food safety and sanitation.
- Consults with chefs and other key supervisors to ensure the highest level of member satisfaction at a minimum cost.
- Assists with development of wine lists and wine sales promotion.
- Ensures correct handling to minimize breakage and food waste.
- Efficiently addresses complaints to ensure satisfactory outcome.
- Ensures appropriate supplies are readily available at all times.
- Maintains appearance, upkeep and cleanliness of equipment/facilities.
- Ensures all equipment is in working order at all times, manages repairs and associated expenses.
- Monitors feedback from all channels and reacts appropriately.
- Produces and regularly updates costed schedule.
- Monitors promotional accounts.
- Participates in planning, setup and execution of all group functions.

- Provides a two way communication and nurtures an ownership environment with emphasis on motivation and teamwork.
- Complies with all health and safety regulations.
- Ensures policies and procedures are followed consistently to safeguard the fair and equitable treatment of all team members.
- Understands, adheres to and advances company vision and values.
- Up-sells company-wide promotions and facilities.

Daily Activities

- Sets up floor for success by ensuring appropriate environment and adequate staffing and supplies are in place for events and restaurant.
- Sets goals and assignments for all areas and all team members.
- Ensures POS is up-to-date with all required buttons.
- Assigns opening, running and closing duties.
- Ensures wine and beverage list is current, items stocked and accessible.
- Updates costed schedule against budget, strategy to ensure on track.
- Manages adjustments in labour management system as necessary.
- Provides direction to office team regarding schedule changes.
- Monitors performance on daily roster.
- Monitors function set-ups and liaises with banquet manager.
- Ensures accurate billing and cover counts in all outlets and participates in balancing of all employee cash-outs.
- Manages floor activities during “golden hours” of 12-2 and 5-9 to support staff and touch every guest table.
- Ensures completion of all duties and checklists.

Skills, Experience & Qualifications

- Ability to work flexible hours due to nature of business.
- Current knowledge of F&B trends and best practices.
- Proven management experience in a fast paced F&B environment.
- Degree in food service management or related field.
- Working knowledge of various computer software programs (MS Office, restaurant management software, POS).
- Ability to spot and resolve problems efficiently.
- Mastery in delegating multiple tasks.
- Excellent communication, listening, and leadership skills.
- Ability to manage personnel and meet financial targets.
- Guest-oriented and service-minded.
- Ability to lift up to 30 lbs.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

This job description has been designed to indicate the general nature, essential duties and responsibilities of work performed by team members in this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications.