

THE OAKS COUNTRY CLUB, INC.

JOB DESCRIPTION

TITLE:	<u>Restaurant Manager</u>	STATUS:	<u>Salary</u>
DEPARTMENT:	<u>Food and Beverage</u>	REPORTS TO:	<u>Board of Directors</u>
SCHEDULE:	<u>40 hours/week; Overtime as directed</u>	PAY RATE:	<u>Based upon experience</u>

Summary of Functions:

The restaurant manager is responsible for profitably managing the food and beverage services in the club. This includes, but is not limited to hiring, onboarding, training, staffing, food and liquor ordering, banquet promotion and sales, and budget preparation and monitoring.

Major Duties and Responsibilities: The restaurant manager must be able to perform work duties as assigned and have a practical understanding of the following responsibilities and tasks. Those duties include, but are not limited to;

- Interpreting policies and procedures in response to verbal and written inquiries in consultation with General Manager/Head Golf Pro.
- Serving as a primary contact to employees, job applicants, and other organizations relating to employee hiring, leaves, resignations and other activities that impact employee status.
- Managing the hiring process including recruitment, screening job candidates, conduct interviews, perform pre-employment checks, and draft offer/rejection letters.
- Managing the onboarding process of new employees: orientation, development and training.
- Preparing budgets in food and beverage services.
- Assisting in monitoring the budget. Help direct corrective action procedures as necessary to assure that budget goals are attained for the food and beverage and general clubhouse operations.
- Monitoring internal cost control procedures for food and beverage.
- Managing the scheduling, education and/or certification of food and beverage of clubhouse employees.
- Monitoring each day's business level and manage priorities as needed.
- Ensuring efficient project management for the clubhouse.
- Maintaining contact with members and helping assure maximum member satisfaction.
- Receiving and resolving inquiries/complaints from club members, guests and employees.
- Interacting with members, overseeing services and cleanliness.
- Helping with clubhouse facilities including opening and closing, cleaning, maintenance, and security.
- Assisting with clubhouse operations, including food & beverage for events (i.e. banquets & golf tournament)

Organizational Relationships:

This position will report directly to the Board of Directors. Attendance at monthly Board of Director meetings is expected as directed by the Board.

Desired Attributes and Skills:

Positive attitude

Strong customer service skills.

Effective time management and prioritization skills

Working knowledge of recruiting, interviewing, and onboarding processes and techniques.

Experience in delivering high quality food and beverage services.

Ability to handle multiple issues simultaneously. Strong problem-solving skills.

Ability to work independently and as an effective team member.

Ability to make sound decisions based the human resource policies and procedures and information relating to specific employment issues.

Skilled in Microsoft Word, Excel PowerPoint, and Outlook.

Physical Requirements:

Must be able to work and perform what would be considered standard practices for this type of position in the industry. Must be able to lift at least 25 lbs. stand on your feet for extended periods of time.

This job description is an outline of job requirements and may not include all job functions that will be required by Oaks Country Club. This description is subject to change.

AS PART OF THE APPLICATION PROCESS AND REVIEW, YOU MAY BE ASKED TO DESCRIBE OR DEMONSTRATE HOW YOU WILL BE ABLE TO PERFORM THE FUNCTIONS OF THIS POSITION. IF YOU WISH, WE WILL DISCUSS WITH YOU WHAT SORT OF ACCOMMODATION MAY BE APPROPRIATE TO ASSIST YOU IN PERFORMING THE VARIOUS FUNCTIONS OF THIS POSITION.

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

Board President: _____ **Date:** _____