



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Food & Beverage Assistant Manager	<b><u>Department</u></b> Food & Beverage	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Food & Beverage Manager	<b><u>Status:</u></b> Non-Exempt Full-Time

1. **GENERAL POSITION DESCRIPTION:** Under the direct supervision of the Food & Beverage Manager, the Food & Beverage Assistant Manager serves as the lead person in the Wind Dancer Bar & Grill with hiring, training, and supervision of serving/beverage cart staff. Manages Wind Dancer/golf related events. Supports oversight of the Prairie Star Restaurant as needed, with a focus on front of the house leadership, as well as opening and closing the restaurant as required. Works closely with the Executive Chef and Catering Manager.
2. **MINIMUM QUALIFICATIONS:** Knowledge of all facets of restaurant operations, including service and support staff functions, ordering and inventory of food and alcohol products, and other industry protocols. Restaurant management experience preferred. Experience in a fine dining setting with wine knowledge is a plus. Read, write, and speak English.
3. **KNOWLEDGE/SKILLS/ABILITIES:**
  - Experience and knowledge of restaurant procedures.
  - Ability to manage employees and schedule staff.
  - Good organizational skills.
  - Strong communication skills with both guests and employees.
  - Knowledge of Aloha POS system and Open Table is beneficial.
  - Working knowledge of Microsoft Office suite.
  - Professional phone skills.
  - Ability to multi-task
4. **DUTIES AND RESPONSIBILITIES:**
  - Clean and professional attire
  - Hiring, scheduling, evaluating, and disciplining of Bar & Grill Wait Staff.

- Manage functions and events held at the Wind Dancer Bar & Grill/Atush Grill, usually in association with golf events.
- Support F&B Manager, as needed, with front of house staff in Prairie Star Restaurant.
- Ordering of beer, liquor, wine and spirits and timely completion of liquor inventory, along with all costing. Check into inventory beer, liquor, wine, and spirits.
- Maintain liquor room.
- Assist with the development and maintenance of wine lists.
- Code invoices and submit timely to Accounting for liquor, wine, spirits, and beer.
- Update menus as needed in conjunction with the Food & Beverage Manager and the Executive Chef.
- Programming of Aloha and Open Table systems.
- Review Prairie Star reservations in advance, retrieve voice mails and do call backs for table reservation requests.
- Assist the F&B Manager as needed with Prairie Star operations, including managing large parties and acting as a backup for all areas.
- Other duties as assigned.

**5. SUPERVISORY RESPONSIBILITIES:** The position directly supervises others on a regular basis. All positions supervised by the Food & Beverage Assistant Manager are defined below.

**Level      Definition of Authority**

- 1 = Supervisor effectively recommends and/or takes action.
- 2 = No authority.

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
Hostess/Wait Asst	2	1	1	2	2	1	2	1	2
Wait Staff (WDBG)	1	1	1	2	2	1	2	1	1

**6. MACHINERY, TOOLS, EQUIPMENT REQUIRED:**

- Restaurant equipment as required
- Computer and food service software.

**7. LICENSES & CERTIFICATIONS REQUIRED:**

- Food Handling Manager Certification
- Alcohol Server Permit
- Valid Class D Driver's License