



JOB POSTING

JOB TITLE: Assistant F&B Manager
LOCATION: **Wind Dancer Bar & Grill/Prairie Star Restaurant**
STATUS: Regular Full-Time Position
FLSA: Non-Exempt
APPLICATION: Apply on-line at mynewmexicogolf.com, in person, fax or by U.S. Mail (resumes alone not accepted)
DEPARTMENT: Food & Beverage
REPORTS TO: Food & Beverage Manager
SCHEDULE/SHIFT: Various - afternoons, evenings, weekends, and holidays

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.

ESSENTIAL DUTIES: 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.

POSTING DATE: 4/21/2023
CLOSING DATE: Open until filled
EMPLOYMENT DATE: To be announced upon final offer of employment

ADDITIONAL REQUIREMENTS:
Final offers of employment are contingent upon successful results of a drug screen and, if appropriate, verification of driving record if required or other employment related documents.

See our website for employment application or to apply on-line: mynewmexicogolf.com

Santa Ana Golf Club, Inc.
288 Prairie Star Road
Santa Ana Pueblo, NM 87004
Phone 505-867-3000
Fax 505-867-9050