



**Job Title: Assistant Director of Food & Beverage**

**Department: Food & Beverage**

**Reports To: Director of Food & Beverage**

**FLSA Status: Exempt**

**Job Summary:** Responsible for directly supervising and coordinating activities of workers engaged in preparing and serving food by performing the following duties.

**Duties and Responsibilities**

- Schedule personnel and plans room setup based on anticipated guest count and client needs.
- Takes reservations and checks table reservation schedules.
- Greets and seats members and guests.
- Supervises carefully to help assure proper service and takes orders when necessary.
- Inspects dining room employees to ensure that they are in proper, clean uniforms at all times.
- Hires, trains, and supervises Dining Room Staff.
- Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Receives and handles complaints concerning food and beverage service.
- Serves as liaison between Dining Room and Kitchen Staff.
- Assures that all sidewalk is accomplished, and all cleaning of equipment and storage areas is completed according to schedule.
- Directs pre-meal meetings with dining room personnel.
- Communicates information and policy changes.
- Assures the correct appearance, cleanliness, and proper setup of dining areas.
- Offers suggestions about improvements in dining room procedures and layout.
- Produces daily sales analysis and other reports from point of sale (POS) system.
- Assures dining and club areas are secure at the end of day.
- Keeps inventory of dining and alcohol items.
- Monitors dining room labor and supplies budget and adjusts as necessary to achieve financial goals.
- Develops and supervises sales income control system.
- Maintains knowledge of alcohol and cocktails to assist bar during peak business hours.
- Manages Dining Room Manager
- Other duties as assigned by General Manager and Director of Food and Beverage.

### **Qualifications and Skills**

- Perform each essential duty satisfactorily.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of Microsoft Office software, spreadsheet software, inventory software, payroll systems, internet software, order processing systems, database software, and POS systems.
- Associate's degree (A.A./A.S.) or equivalent from two-year college or technical school; or four to six years related experience and/or training; or equivalent combination of education and experience.
- While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.
- The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, and taste or smell.
- The employee must frequently lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.
- Occasionally exposed to humid kitchen conditions, outdoor patio weather conditions, and extreme cold temperatures from freezers.
- The noise level in the work environment is usually moderate.

### **Certificates and Licenses:**

- CPR Certificate
- ServSafe Certificate
- TIPS Certificate
- Crowd Management Certificate

### **How to Apply:**

- Interested candidates should submit a current resume and cover letter to:

Drew Lange | Director of Food & Beverage

[dlange@esterocc.com](mailto:dlange@esterocc.com)

-Please include “**Assistant Director of Food & Beverage**” – (Your Full Name) in subject line.