



## JOB DESCRIPTION

Job Title: **Food and Beverage Manager**  
Reports to: Director of Food and Beverage  
Date Revised: April 2019

### Job Summary:

The Food and Beverage Manager is responsible for all food and beverage service for La Plazuela, IRD, Bell Tower and La Fiesta. This key roll will work with primary focus on La Plazuela and La Fiesta while working with outlet managers and team members in other outlets to achieve service, financial and company goals. This is a salaried position with bonus potential.

### Responsibilities:

These include, but are not limited to, the following:

- Develops and executes sales and profit plans that are in-line with budgetary goals.
- Ensures and is accountable for profitability of the store by growing sales and controlling costs of goods, inventory levels, labor, supplies and expenses.
- Maintains and utilizes daily, weekly, quarterly and annual financial reporting tools.
- Ensures proper team member coverage, scheduling according to the needs of business while maintaining target labor costs.
- Oversees all cash and media management functions. Able to perform all POS duties, front and back of house functions including opening and closing procedures, coordinating with the Director of Food and Beverage as necessary.
- Maintains proper loss prevention standards, reviewing cash handling procedures, deposits and safe procedures.
- Identifies staffing, recruiting, interviewing, hiring, and training needs of qualified candidates.
- Facilitates on-going training and development of current staff to a four diamond/ 4-star standards.
- Promotes and practices safe work habits, identifying and resolving potential safety hazards, operational inconsistencies and any team member or customer incidents.
- Documents accidents conducts initial investigation and determination of root cause in the interest of maintaining a safe work environment.
- Conducts monthly staff meetings addressing service issues, ongoing training and any departmental/company goals
- Ensures that all team members are educated on our products and services including culinary trends and wine initiatives.
- Provides ongoing training and development to all team members in the areas of operating standards, customer service and product knowledge.
- Builds morale and team spirit by fostering a work environment where team members input is encouraged and valued.
- Continually develops team members, establishing specific performance objectives, and measuring team member performance regularly.

- Coaches and counsels team members for improved performance, documenting developmental plans as necessary
- Ensures that all Company food offerings maintain the highest quality.
- Performs other duties as assigned.
- Ability to work 50 + hrs. a week if needed

Skills and Abilities:

Strong Interpersonal/Leadership Skills, professional caring approach towards employees.

Experience in cash handling, accounting, computer systems - both point of sale and office administration - Outlook email, Word and Excel

Wine knowledge and fine dining service experience is preferred.

Must be able to work a flexible schedule including holidays, weekends and evenings.

Requires excellent communication skills, both verbal and written.

Must be able to speak, read, write and understand English, communication in Spanish is helpful.

Position requires walking up and down stairs, standing, giving direction and lifting.

Progressive Management experience and track record of success in either hotel or restaurant operations, minimum of two years departmental authority. Preferred Four Diamond hotel experience with focus on multi outlet management