

## **Pine Mountain Lake Association Job Description**

**Job Title:** Dining Room Manager  
**Job Code:** 60  
**Employee Name:**  
**Department:** The Grill  
**Location:** Country Club  
**Reports To:** The Grill Manager  
**FLSA Status:** Exempt  
**Prepared Date:** 06/24/2021 sa

### **SUMMARY**

The Dining Room Manager assumes the responsibilities of the Grill Manager when absent by managing day-to-day operations. Responsible for scheduling staff such as, servers, bussers, bartenders and golf snack shack cashiers. Works with other managers and supervisors within the restaurant to establish a cohesive and efficient working environment. Interview's candidates and administers progressive discipline when necessary. Must be professional when interacting with guests, property owners and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Dining Room Manager works with the other restaurant managers/supervisors to plan menus.
- Responsible for meeting and greeting customers and organizing table reservations.
- Investigates and resolves food quality and service complaints.
- Responsible for the overall ambiance of the Dining Room and Lounge when on duty.
- Inspects food and food preparation to maintain quality standards and sanitation regulations.
- Expected to operate in a professional and courteous manner.
- Maintain confidentiality on matters relating to the internal operations as well as personnel of The Grill.
- Notifies personnel concerns or issues to The Grill Manager and/or HR.
- Regular, punctual attendance is required.
- Must be available to work nights, weekends and holidays
- Other duties may be assigned.

### **GENERAL DUTIES**

- Schedule bar staff, entertainment and other activities related to the 19<sup>th</sup> Hole Lounge.
- Assist with Weekly and/or Monthly Inventories.
- Resolve customer complaints about food quality or service.
- Direct cleaning of kitchen and dining areas to maintain sanitation standards, and keep appropriate records.
- Monitor actions of staff and customers to ensure that health and safety standards and liquor regulations are followed.
- Supports The Grill Manager with payroll by reviewing timesheets.
- Balance sales, deposit receipts, and lock facility at end of day.
- Review scheduled work hours for servers and kitchen staff in accordance with budget.
- Inspect equipment. Arrange for maintenance and repair of equipment and other services.
- Attend any management staff training when required.
- Make decisions and solve problems concerning menus and staff on POS System.

### **SUPERVISORY RESPONSIBILITIES**

- Manages up to four subordinate supervisors who supervise a total of 20-25 employees in the bar, restaurant, kitchen and Golf Snack Shack areas.
- Responsible for the overall training, direction, coordination, and evaluation of these employees.
- Responsibilities include interviewing, hiring (on approval of The Grill Manager and GM), and training employees; planning, assigning, and directing work; reviewing performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Prefer minimum four years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, managing procedures, or health and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to speak effectively before groups of managers, property owners and the general public.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of accounting principles. Ability to apply concepts such as fractions, percentages, portion controls, costs and related procedures to practical situations.

## **OTHER SKILLS AND ABILITIES**

Computer skills, Microsoft Office, POS system

## **CERTIFICATES, LICENSES, REGISTRATIONS**

ServeSafe Food Handler certification.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or smell. The employee is frequently required to sit, climb or balance; and taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must be able to lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.