

Pine Mountain Lake Association Job Description

Job Title: Grill Manager
Job Code: 60, 61, 62
Department: Grill; 19th Hole Lounge, Golf Snack Shack
Location: The Grill
Reports To: General Manager
FLSA Status: Exempt
Prepared Date: 8/31/22 sa

SUMMARY

Manages the restaurant operations in a cost-effective manner as set forth in the operating guidelines and the operating revenues less expenses as summarized in the annual budget. Manages and directs food, bar; special events and catering service activities of establishment by performing the following duties personally or through subordinate supervisors. The Grill Manager is an exempt position and is expected to work whatever hours and days are necessary to perform the duties of the job

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Confers with chef, bar manager and other personnel to plan menus and related activities such as dining room, bar, and banquet operations.
- Oversees food and beverage costs per plate and per banquet and requisitions or purchases dining room supplies.
- Is responsible to develop and maintain cost per plate, labor and staffing metrics.
- Inspects food and food preparation to maintain quality standards and sanitation regulations.
- Responsible for obtaining approval from General Manager in advance of any pricing exceptions, cost of food exceptions, labor variances, employee meals and other budgeted standards.
- Responsible to review with General Manager; salary, benefits, leave of absence, or other monetary rewards, prior to any discussions with employees.
- Investigates and resolves food quality and service complaints.
- Responsible for developing and maintaining operating manuals for bar, snack bar, banquets, kitchen operations and dining room operations.
- Reviews financial transactions and monitors budget to ensure efficient operations, and to ensure expenditures stay within budget limitations.
- Responsible for maintaining inventory control as established by the Controller.
- Regular, punctual attendance is required.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Manages five subordinate supervisors who supervise a total of 20-25 employees in the bar, snack bar, restaurant and kitchen areas. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Monitors each subordinate's responsibilities and monitors their performance against established goals and objectives and the annual budget guidelines.

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

Four-year college degree or university program certificate; or two to 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.

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.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to operate specific equipment associated with food and beverage services.

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 regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 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.