



Effective February 2018

An Equal Opportunity Employer

## **Food & Beverage Bar Manager**

### **FLSA STATUS: Non-Exempt**

#### **ABOUT THE CLUB**

Town & Country Club is a private social and golf club located on the bluffs of the Mississippi River, just ten minutes from both downtown St. Paul and Minneapolis. Member amenities include Golf, Tennis, Pool, and Fitness. Featuring five areas for member dining, banquet and meeting facilities, our club is a place for family and friends to assemble and where memories are made. The Club is open to non-member events, such as weddings, family celebrations, business meetings and golf tournaments. Town and Country Club seeks out the top prospects for employment. Our staff members are employed to continually enhance the traditions of excellence at Town & Country. Our goal is for our staff to provide superior services in every department of the Club.

#### **POSITION SUMMARY**

The Bar Manager is primarily responsible for management of bar management and staff. Reports to the Food & Beverage Director. The Bar Manager will operate and maintain reputable bar areas staffed with knowledgeable, competent personnel. This position will be responsible for monitoring bar labor and supplies budget to ensure financial success. The Bar Manager will provide leadership to service staff, hire and train staff, and assist with bar service. The candidate must have excellent listening skills and an eagerness to provide excellent service. This position requires a highly self-motivated individual who can work with minimal supervision and interact with members at a high-level. The work schedule will include nights, weekends, and holidays based on scheduled events or club necessity. May be scheduled to work indoors or outdoors in a variety of weather conditions.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Responsible for compliance of all Club, State, and Federal rules and regulations governing the use of Town & Country facilities
- Comply with state/federal regulations regarding wage and hour and state/local laws pertaining to alcoholic beverages

- Provide first class customer service with the utmost professional integrity
- Hire, train, supervise banquet staff per direction of Food & Beverage Director
- Develop and maintain a budget regarding all expenses: labor, linens, breakage, beverage, equipment and supplies
- Direct daily pre-service meeting
- Keep continuous inventory of service equipment
- Provide first class customer service with the utmost professional integrity
- Use point of sale system/cash register
- Basic math skills
- Ensure all service employees dressed in proper uniform
- Problem solve and handle complaints concerning beverage, or service
- Position requires walking and standing most of the working day
- Assists other managers and departments as assigned by Food & Beverage Director
- Other duties as assigned

## **QUALIFICATIONS**

- High School diploma preferred
- Minimum of three (3) years in restaurant service
- Ability to bend, twist, push and pull
- Experience with or ability to learn IBS point of sale system
- Effective communication skills
- Ability to lift and carry approximately 50 pounds
- Ability to multitask
- Ability to quickly identify problems, analyze potential solutions and react to solve situations