

Quaaout Lodge & Spa at Talking Rock Golf Resort

Unique | Authentic | Unforgettable

Position Description

Title: Dining Room Manager

Reports to: Director of Food and Beverage/Executive Chef, Food and Beverage Operations Manager

Classification: F/T Permanent

Job purpose:

The Dining Room Manager assists and compliments the Food and Beverage Operations Manager and Director/Executive Chef in our goal to control all restaurant operations at the Quaaout Lodge. This role will help ensure desired levels of service and product quality are met through the successful management and mentorship of staff.

Responsibilities:

- Integration of Secwepemc culture into all aspects of the Resort experience.
- Ensure health and safety regulations are followed in accordance with company policies and relevant law
- Assist with the organization, direction, and evaluation of food and beverage quality levels based on well-defined service expectations.
- Manage, motivate, schedule, recruit, and train dining room staff while ensuring relevant HR policies are followed (appraisals, discipline, etc.)
- Assist in purchasing and control of beverage inventory, continually using resourcefulness to improve the overall profitability
- Assist with planning and implementation of special events including theme evenings and collaborative wine makers dinners
- Attend meetings and contribute to resort strategy and policy making
- Ensure health and safety regulations are followed in accordance with company policies and relevant law
- Monitor and maintain cleanliness of dining room and work areas
- Assist in developing relationships with current and future suppliers
- Develop and maintain wine and beverage menu's to align with vision and concept of dining room.
- Develop and maintain dining room sales initiatives and special to ensure financial goals are being met.
- Develop personal skill and capability through on-going training and mentorship
- Build a collaborative relationship with kitchen team to provide unified team approach to excellence in food quality and service.
- Senior Management reserves the right to change, rescind, add, or delete the functions of this position at any time.

SUPERVISORY RESPONSIBILITIES

All Front of House staff

PHYSICAL DEMANDS

Ability to lift 25 to 50 pounds. The employee may be required to walk or stand for long periods of time. Must have fine motor skills and be able to bend, climb, balance, reach, stoop, kneel, crouch, or crawl without hindrance. While performing this job, employee will be subject to sunlight, heat, wet or humid conditions.

WORKING CONDITIONS

The majority of work is performed in a typical kitchen and front of house environment.

EQUIPMENT AND SOFTWARE

Resort Suite Software
Microsoft Word, Excel and Outlook
Photocopier and fax

OTHER REQUIREMENTS

Flexible schedule – evenings and weekends required to meet client needs

Resort Manager Signature: _____ DATE: _____

Employee Signature: _____ DATE: _____