

## Restaurant Manager

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Company: City of Arlington

Location: United States

Category: other-general

### JOB SUMMARY

Under general direction, supervise and assist with food and beverage operations at the restaurant facility at Tierra Verde Golf Club including coordinating and overseeing daily food and beverage preparation, presentation and clean up; prepare and monitor financial budgets for operations.

### ESSENTIAL FUNCTIONS:

1. Plan, direct and monitor a full service restaurant facility which includes catering golf tournaments and special events; manage daily operation including but not limited to menu item selection, food preparation, restaurant set-up and work flow processes, asset control, food and beverage inventory systems, food cost controls, supplies and equipment procurement.
2. Select, hire, train and supervise food production and wait staff; ability to schedule and coordinate their work to ensure food preparation and delivery is economical and technically correct.
3. Cook and directly supervise the cooking of food items that require skillful preparation; ability to develop recipes/techniques for food preparation and presentation which help to ensure consistent high quality and minimize food costs; ability to exercise portion control over all food items served and assist in establishing menu item selling prices.
4. Collect and account for monies received, prepare necessary financial reports for budgetary purposes, project annual food/beverage and labor costs and monitor actual financial results; ability to take corrective action where necessary to ensure that financial goals are met.

5. Safeguard all restaurant personnel and patrons by implementing and maintaining staff training to increase staff knowledge regarding safety, serving alcohol, sanitation and accident prevention principles; ability to develop and monitor policies, procedures and work standards including TABC certification and Food Handler's certification.

### **OTHER FUNCTIONS**

6. Work closely with the Head Golf Professionals, Tournament Coordinator and various outside event planners to create a seamless operation for the Tierra Verde Golf Club experience.

7. Assist food and beverage operations at the City's three other golf courses by creating and updating existing food menus, assisting with staff training, assisting with TABC compliance and educating the Head Golf Professionals regarding such.

8. Prepare, coordinate and implement routine and specialized training programs for all food and beverage staff including but not limited to equipment maintenance, kitchen sanitation, housekeeping procedures, food safety and food presentation, etc.

9. Plan and coordinate special events such as golf tournaments and outings including but not limited to set-up, breakdown, requisition of specialty items, staffing, coordination with the Head Golf Professionals, Tournament Coordinator, Golf Course Superintendent and other applicable staff; ability to effectively interact with golf and non-golfing patrons.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Knowledge of materials, care and use of restaurant tools and equipment used in food preparation, cooking and serving.

Knowledge of restaurant inventory systems including alcohol.

Knowledge of food and equipment safety.

Knowledge of food preparation, proportion, production and presentation.

Skill in catering/sales presentations.

Skill in cooking and creative recipe development.

Skill in planning, organizing, monitoring and evaluating employees' work assignments to

accomplish objectives.

Skill in preparing professional level reports, memoranda, letters, etc.

Skill in communicating effectively with customers, vendors and employees by oral and written means.

Ability to analyze and evaluate policies, procedures, services and facilities in order to develop recommendations for improvement.

Ability to determine training needs of employees and develop programs to meet those needs.

Ability to prepare and present restaurant style food and beverage items, including alcoholic beverages.

Ability to work in both indoor and outdoor environments.

Ability to plan orders, procure and receive food and supplies and utilize an inventory tracking system.

Ability to establish and maintain effective working relationships with subordinates, peers and management within the City as well as external customers.

Ability to address and resolve concerns/issues raised by golf patrons and restaurant customers in a timely manner.

Ability to prepare, monitor and adjust an annual budget in order to meet financial goals.

Ability to operate a variety of restaurant and food preparation equipment including but not limited to flat grill, char broiler, stove, oven, deep fryer, dishwasher, fountain dispenser, steam table and refrigeration equipment.

Ability to operate a variety of office equipment including but not limited to personal computers, calculators, credit card machine and telephones.

Ability to perform a variety of physical activities including but not limited to lifting, bending, kneeling, carrying, reaching, seeing, calculating, writing and walking.

Ability to operate a motorized vehicle.

Ability to lift or exert forces equivalent to lifting up to 55 pounds for distances of up to 20 feet.

Ability to plan, schedule, coordinate and monitor work to accomplish departmental objectives.

Ability to actively communicate with prospective clients as to available booking dates, set-up, audio-visual, catering, security and staffing needs.

Ability to prepare event work orders to communicate client's needs to the facility's operational staff.

### **Qualifying Education and Experience**

College course study in hospitality management, business management, events management, culinary arts or a related field plus three years of supervisory experience in a restaurant manager or head chef position, or any equivalent combination of education and experience.

Culinary experience required, culinary management experience preferred

Valid Texas Driver License, Class C, with good driving record required.

Food Manager's Safety Certificate and TABC Server Certificate required, or ability to obtain within two weeks of employment.

### **Pre-employment testing includes**

Criminal background check

Motor vehicle review (MVR)

Drug/alcohol test

Physical and Human Performance Evaluation (HPE)

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