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**JOB DESCRIPTION**  
**Food & Beverage Service Manager**

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Reports To: Food and Beverage Manager

Directly Manages: Dining Room Staff

Classification: Regular Full-Time

Working Hours: As required, Normally 40-54 Hours Per Week

Duties: Specifically, the Food and Beverage Service Manager must:

- Plan for and schedule manpower, equipment, and supply requirements for the department and maintain accountability for the cost, utilization, and performance of employees and equipment.
- Maintain responsibility for training and proficiency of service employees.
- Maintain control of employee uniforms, ensuring that uniforms and name badges are worn, kept in proper condition, and are readily available at all times to employees.
- Conduct pre-shift meetings daily to relay information pertinent to the day's meal period activities.
- Greet arriving patrons in a pleasant manner, making them feel welcome and at ease. Accompany patrons to tables, making sure not to overload individual stations but still respecting the wishes of the patron.
- Ensure that the service staff provides immediate and proper attention to the patron. Rectify any complaints immediately.
- Ensure that all food and beverages are served according to specifications as prescribed by operating procedures.
- Ensure the cleanliness and proper set up of dining room, meeting and banquet rooms, and pub/cocktail, lounge/grill and check maintenance of all equipment in these areas.
- Be able to stand and walk for up to five (5) hours without sitting.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.