

Polson Food and Beverage Manager

The City of Polson is seeking to hire a full time, seasonal Food and Beverage Manager for its municipal golf course. The position will be full time for eight months per year. Initial hire will be on a one year, trial basis. Successful applicant shall possess: a minimum 2 year track record of successful bar and restaurant management as lead manager, including: personnel management and supervision, hiring, vendor management, set up and operation of inventory and alcohol tracking systems, kitchen management, wait staff supervision, quality assurance, and customer relations. Golf course experience, a Bachelor's degree in hotel restaurant administration or similar, and food and beverage start up experience preferred. Base wage in the \$2,500/month range DOE, benefits and potential to earn a success incentive. The City of Polson is an equal opportunity employer. Please see job description and Food and Beverage Plan below. **Please submit resume and five references (including at least three professional references) to: 106 1st ST. E., Polson, MT 59860 by 5:00 pm, Friday, March 12.**

Job Description:

Position/Reporting:

- The food and beverage manager will be a department head within the City of Polson, reporting directly to the City Manager.
- The food and beverage manager will also have a coordinative relationship with the Director of Golf.

Responsibilities:

- Lead role in setting up a new municipally run food and beverage service, within an existing facility, at the Polson City Golf Course with assistance from the Director of Golf, the City Manager, and the City Clerk's office.
- Set up of inventory control systems for alcohol and food.
- Implement and manage the inventory control system.
- Work with City Manager's office to put in place personnel policies specific to the food and beverage department.
- Work directly with the City Manager and Director of golf to develop a continuous improvement program.
- Supervise implementation of continuous improvement initiatives to set and maintain a high level of customer service.
- Hire and supervise personnel, including scheduling, training and discipline as required.
- Create and maintain a positive work environment.

- Interface regularly with the City Manager to provide regular reports on progress and advice relevant to strategy and operations.
- Interface with suppliers, set up and manage supplier contracts, order product and alcohol.
- Submit all invoices to City Clerk's office in a timely manner.
- Manage the City's All Beverage License.
- Supervise all food and beverage operations, including: restaurant floor, kitchen, bar, and food and beverage carts.
- Work with the City Manager and Director of Golf to implement the objectives of the City Food and Beverage Plan and to continuously track, evaluate and update the Plan.
- In addition to management-related activities, the Food and Beverage Manager will also be expected to wait tables, tend bar and, cook and provide other kitchen support, such as washing dishes, for a simple menu.
- Work with Clerk's Office, Director of Golf and City Manager to prepare and manage the Food and Beverage Budget.

Requirements:

Physical:

- Must be able to lift 50 pounds.
- Must be able to stand for up to 8 hours per day.
- Must be able to carry trays of food and drinks and operate simple kitchen equipment.

Work Environment:

- Golf course restaurant, bar, and kitchen
- Manager will be required to work and supervise both inside the facility and outside on the restaurant deck and on the golf course itself
- Food service will be open from early morning through evening: breakfast, lunch and dinner, 7 days per week from roughly March through November

Experience and Education:

Required:

- Experience as a waiter and bartender
- Supervisory experience relevant to food service, including experience training and supervising wait staff, kitchen staff, and bar staff.
- Personnel management experience, including hiring
- Budget management experience
- Experience with inventory management systems
- Cash register experience
- Supplier management experience, including ordering and management of supplier accounts
- Five references

Preferred:

- Bachelor's degree in hotel restaurant administration, business or related field
- Direct start up experience for a food and beverage operation
- Experience managing a golf course food and beverage service
- Catering management experience

Compensation:

- Base rate in the \$ 14 - \$16 hour range, depending upon education and experience
- Possible success incentive
- Benefits, including health insurance and PERS

Additional Resources:

- Polson Golf Course Food and Beverage Plan