

## **Assistant Food and Beverage Manager :**

**Background:** The City of Polson, MT operates a 27-hole municipal golf course. The City's golf business is supported by a food and beverage service which includes a bar, restaurant, on-course food and beverage service and catering for special events at the golf course. The primary purpose of the food and beverage service is to promote the City's golfing business and to serve its golfing clientele. After 9 years of contracting with independent vendors for food and beverage services at the golf course, the City has elected to run the food and beverage service directly and to hire City employees to provide those services. The City seeks an Assistant Food and Beverage Manager to become part its team. The City of Polson is an equal opportunity employer.

Please see Polson Golf Course Food and Beverage Plan at [www.cityofpolson.com](http://www.cityofpolson.com) for further details.

**Job Summary:** The Assistant Food and Beverage Manager reports to the Food and Beverage Manager and is responsible for assisting the Food and Beverage Manager in meeting a wide range of responsibilities. The Assistant F & B Manager will have primary supervisory responsibility for the front of the house operations and will also have secondary supervisory responsibility for back of the house operations and on-course beverage carts. The position is both a supervisory and a working position. The Assistant F&B Manager will be responsible for waiting and bussing tables, bartending, light cooking and doing dishes as required. The Assistant F&B Manager may also be called upon to provide beverage cart service as needed.

### **Duties:**

- Food and beverage inventory
- Ordering
- Stocking
- Bartending
- Waiting and bussing tables
- Light cooking and prepping
- Assist F&B Manager with scheduling and related staffing issues as directed
- Assist with the development and implementation of the F&B department revenue and budget
- Promote and maximize profitability via training staff to use suggestive selling techniques, implementing food and beverage marketing programs
- Monitor and control department expenses and payroll with F&B manager

- Enforce all food and beverage and club policies
- Respond to guest/member complaints and suggestions
- Maintain and ensure immaculate facilities for guests
- Maintain sanitary conditions in all dining, kitchen and bar areas in accordance with state and local regulations
- Monitor staff attendance and work ethics
- Other duties as assigned

**Work Environment:**

- Golf course restaurant and bar with on course beverage cart service and catered special events. The Restaurant includes an outside deck. Employees are expected to work inside and outside as directed.
- Work involves manual labor, i.e.: preparing food, doing dishes, serving food, moving tables, carrying supplies, etc. Applicant should be able to spend long periods of time on their feet and carry loads up to 25 pounds. Hours of operation vary per season but tend to be from early in the morning until evening. Holiday and weekend work will likely be required to meet peak business demands. Food and beverage workers, including management, are expected to perform all food and beverage related tasks. Food and Beverage management personnel are expected to facilitate a positive, team-oriented environment and to provide the highest possible level of customer service at all times.
- Work is seasonal. Typically March – November, depending upon the golfing season. Extension beyond November may be possible but is not guaranteed.

**Requirements:**

Required: management experience, personnel management experience, excellent customer service skills, punctuality, team orientation, training experience, waiting experience, bartending experience.

Preferred: food and beverage management experience, cooking experience, kitchen management experience, experience preparing and managing a budget, and inventory/loss control management experience, college degree in business, hotel restaurant administration or related field.

**Compensation:** \$8.00 - \$9.00 per hour depending upon qualifications plus tips

## **Wait/Food and Beverage Staff**

**Background:** The City of Polson, MT operates a 27-hole municipal golf course. The City's golf business is supported by a food and beverage service which includes a bar, restaurant, on-course food and beverage service and catering for special events at the golf course. The primary purpose of the food and beverage service is to promote the City's golfing business and to serve its golfing clientele. After 9 years of contracting with independent vendors for food and beverage services at the golf course, the City has elected to run the food and beverage service directly and to hire City employees to provide those services. The City seeks food and beverage staff to become part its team. The City of Polson is an equal opportunity employer.

### **Staff Job Description:**

Job Summary: Preparing the tables, laying out napkins and utensils, making sure the condiments are refilled, performing all other preparation tasks. Staying updated on current menu choices, handling the table bookings, directing customers to their tables, presenting menus, suggesting dishes, assisting in drink selection, knowledge on beer and wine lists, maintaining proper dining experience, delivering items, fulfilling customers needs, offering desserts and drinks, removing courses, replenishing utensils, refilling glasses. Obtaining revenues, issuing receipts, accepting payments, returning change, ensuring customers satisfaction, inviting customers to return, performing basic cleaning tasks as needed or directed by supervisor, filling in for absent staff as needed, assisting with special events. Stocking carts with food and beverages, selling food and beverages on course, good customer service and reliable. Must multitask and be willing to cross train. Reports to Assistant Food and Beverage Manager and Food and Beverage Manager.

#### **Duties:**

Opening and closing the front of the house

Stocking all condiments, silverware, dishes, cups, napkins, beverage carts

Doing dishes threw out your shift

Cleaning the front of the house, vacuuming, washing windows, tables, deck, beverage carts

Taking orders, serving food, replenishing refreshments, making salads, sandwiches

Greeting customers, presenting menus, suggesting menu choices, take table bookings and reservations

Answering phones and doing light inventory

#### **Work Environment:**

- Golf course restaurant and bar with on course beverage cart service and catered special events. The Restaurant includes an outside deck. Employees are expected to work inside and outside as directed.
- Work involves manual labor, i.e.: preparing food, doing dishes, serving food, moving tables, carrying supplies, etc. Applicant should be able to spend long periods of time on their feet and carry loads up to 25 pounds. Hours of operation vary per season but tend to be from early in the morning until evening. Holiday and weekend work will likely be required to meet peak business demands. Food and beverage workers, including management, are expected to perform all food and beverage related tasks. Food and Beverage management personnel are expected to facilitate a positive, team-oriented environment and to provide the highest possible level of customer service at all times.
- Work is seasonal. Typically March – November, depending upon the golfing season. Extension beyond November may be possible but is not guaranteed.

**Requirements:**

Required: Excellent customer service skills, knowledge on beer and wine lists, fast on your feet, multi task, dependable, team orientated, waiting experience, light cooking and bartending skills, cash register experience and handling cash.

**Compensation:** \$7.25 per hour plus tips