

**Job Title:** Assistant Restaurant Manager - Slopeside Pub & Grill

**Reports to:** Restaurant Manager – Slopeside Pub & Grill

**Duties & Responsibilities:** Include but are not limited to:

Understand completely all policies, procedures, standards, specifications, guidelines and training programs.

- Responsible for all areas of the food & beverage operations at the designated locations.
- Ensure kitchen, restaurant, and bar operations are opened and closed according to policy.
- Responsible for ordering supplies, and inventory control and establishing relationship with suppliers ensuring the business receives competitive terms. Ensure all products received are in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.
- Responsible for food hygiene, and health and safety issues.
- Ensure all kitchens and eating areas are organized and maintain a high level of cleanliness.
- Provides leadership and guidance to all team members.
- Ensure proper cash management controls are followed by all food & beverage staff members, as per policy.
- Responsible for food quality, and presentation.
- Ensure the food & beverage operations are properly staffed (by anticipated business activity) with trained competent individuals and continually strive to develop your staff in all areas of managerial and professional development.
- Adhere to all government guidelines for proper and safe food and beverage service (Serve Safe/RAMP Certifications).
- Ensure waste is minimized and properly recorded.
- Participate on committees to assist with event details, and other special requirements.
- Maintains an open-door policy and addresses all team member issues and/or concerns in a timely manner.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of team members and creating a positive, productive working environment.
- Attends all scheduled employee meetings and brings suggestions for improvement.

**Job Requirements:** Include but are not limited to:

- At least 21 years of age
- Must be able to work indoor/outdoor in all weather conditions.
- Minimum 3 years previous experience as a food & beverage supervisor
- Safe Food Handler Certified
- Able to work independently
- Ability to work under pressure, prioritize tasks, and meet deadlines
- Ability to communicate effectively in a positive/upbeat fashion utilizing English; both in oral and written form.
- Excellent organizational skills
- Intermediate computer skills
- Team Leader and Player
- Interpersonal skills with focused attention to guest needs to deal effectively with all business contacts.
- Maintain a professional, neat and well-groomed appearance adhering to Blue Mountain Resort appearance standards.
- Must be able to stand for entire shift and work for long periods of time.
- Must be able to carry 40lbs.
- Timely and reliable attendance is absolutely essential even in inclement weather.
- Must be available to work a flexible workweek including all weekends and holidays and the stamina to work 40 to 50 hours per week.