

**Classification: Non-exempt**

**Range: not rated  
14.25/hr.**

**City of Brush!**

**Restaurant and Bar Assistant Manager**

**General Statement of Duties:** Responsible for assisting in the overall management of the restaurant. Answers directly to the General Manager. Assistant Manager will fill in as wait staff, cook, dishwasher, or bartender only as needed to cover for call ins or serve as supplement.

**Essential Functions:**

- Assisting with management of restaurant and bar operations.
- Assisting with management of restaurant and bar employees.
- Establishing excellent customer relations and ensuring quality customer service.

**Examples of Duties:**

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this position. Other duties and responsibilities are performed as assigned.

- Follows the direction of and coordinates closely with the General Manager.
- Assists in managing, directing, and supervising restaurant and bar employees.
- Manages and supervises all restaurant and bar cash receipts and is responsible for ensuring accurate, accountable cash handling. Maintains efficient and accurate communication with the Finance Director, directing processes as instructed by the Finance Director.
- Establishes and demonstrates excellent customer service. Meets, greets and serves members, guests, and the public.
- Makes arrangements and plans all details of special events which includes, but is not limited to: planning menu, staffing, ordering, setting up, cleaning up, and assisting where needed. Acts as the primary contact for customers and coordinates closely with the General Manager. Responsible for the accuracy in planning details between The Course and the customer.
- Assists General Manager in golf operations and customer service. May also serve as supervisor to Pro Shop staff in the absence of the General Manager.
- Maintains accurate member records including billing.

- Coordinates and assists in managing shifts for the kitchen and wait staff. Responsible for developing and coordinating staff scheduling.
- Responsible for ordering food, beverages, and restaurant supplies; meets with sales representatives; schedules deliveries; tracks inventory; ensures accurate receipt of the orders and ensures compliance with purchasing policy guidelines.
- Responsible for periodic review of pricing.
- Ensures the restaurant and bar areas meet standards in food quality, safety and cleanliness.
- Responsible for knowing the applicable liquor laws and regulations. Ensures that all staff enforce and comply with the laws and regulations.
- Trains and orients restaurant and bar wait staff and provides orientation of kitchen staff.
- Assists in all positions of the restaurant and bar when needed.
- Responsible for accurate bar, restaurant, and pro shop inventories.
- Performs other duties as assigned.

**Job Requirements and Difficulty of Work:**

Willingness to work some evenings and weekends.

Ability to deal with the general public and fellow workers in a cordial and professional manner.

Ability to use and learn the proper use of equipment.

Ability to follow complex oral and written directions.

Ability to maintain accurate records.

TIPS (Training for Intervention Procedures) Alcohol Certification required to obtain within 3 months of hire.

Must possess a valid CO driver license.

The employee shall work well under pressure, meet multiple and sometimes competing deadlines.

The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

**Physical Requirements and Work Environment:**

Work is performed primarily indoors but with some work performed outdoors and occasional exposure to inclement weather including hot temperatures.

Occasionally requires long periods of sitting in an office with frequent close proximity to a computer screen.

Employee is regularly required to use hands and fingers and to reach with hands and arms.

Frequently required to stand and walk.

Requires carrying, pushing, pulling, repeated bending, kneeling, walking long distances, and ascending / descending stairs on a regular basis.

Requires ability to handle multiple, concurrent tasks, interruptions and stress factors. Subject to frequent public contact and interruptions.

**Education:**

High school education or equivalent

TIPS Alcohol Certification required.

**Experience:**

Minimum 21 years of age.

Minimum of three years of experience in serving restaurant customers as a waiter preferred.

Minimum of three years of experience supervising and managing staff preferred.

Combination of experience in serving restaurant customers as a waiter and managing staff which provides requisite knowledge, skills, and abilities will be considered on a case by case basis.