

RUTTGER'S BAY LAKE LODGE
RUBY'S ASSISTANT MANAGER
F & B

REPORTS TO: Ruby's / Bear Pine Bar Manager

GRADE: N4, 6-7 months, Seasonal, FT, no benefits

SUMMARY:

Responsible for assisting in training, motivating and directing staff in order to create a welcoming environment for our guests. Perform outstanding guest service on a daily basis. Maintain interdepartmental lines of communication, and interact on a daily basis with guests and resort staff.

EXPECTATIONS:

The employee must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to fulfill these functions. Ruttger's further expects every employee to exhibit stellar guest service and a regular attendance record.

ESSENTIAL DUTIES:

- Assist in orienting food and beverage servers, server assistants, and host/hostesses.
- Assist in training new staff in their respective job duties.
- Prepares and administers shift duty sheets to ensure all tasks are completed.
- Conduct meetings to cover menus, specials/packages, featured beverages, sold out items, groups, special dietary needs, buffet items.
- Ensures good safety practices of dining room staff.
- Prepare dining room layout and assign servers to sections. Assist host/hostess in assigning guests to tables.
- Assist servers as needed.
- Oversees dining room and bar flow for smooth and efficient operations.
- Foster positive working relationships and communication with all departments.
- Any and all other duties as assigned.

EDUCATION and/or EXPERIENCE:

- Previous restaurant management preferred.
- At least one (1) year experience in food service industry.

REQUIREMENTS:

- Must be able to pass Ruttger's background check;
- Talk; hear; see in color; adjust focus to include close, distance, depth, and peripheral vision;
- Stand; walk; sit; kneel; lift; push; pull; reach with arms and hands; move objects weighing up to forty (40) pounds.