



<b>Job Title:</b>	Pub & Restaurant Manager	<b>Job Category:</b>	Management
<b>Department/Group:</b>	Food & Beverage	<b>Job Code/ Req#:</b>	FB2022010
<b>Location:</b>	Saratoga, WY	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	Management 45k-55k based on experience and qualifications.	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Ted Roman (AGM)	<b>Date Posted:</b>	10/10/2022
<b>Will Train Applicant(s):</b>	Will Train Qualified Applicant	<b>Posting Expires:</b>	11/15/2022 or Until Filled
<b>External Posting URL:</b>	<a href="https://saratogahot springsresort.com/employment-opportunities-saratoga-wyoming/">https://saratogahot springsresort.com/employment-opportunities-saratoga-wyoming/</a>		
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> <a href="mailto:info@saratogahot springsresort.com">info@saratogahot springsresort.com</a> (307)326-5234		<b>MAIL:</b> Hiring Manager PO BOX 869, Saratoga, WY 82331	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We are looking for a Pub &amp; Restaurant Manager to oversee front of house pub and restaurant staff including, hosts, bartenders, servers, barbacks, food runners, bussers, event staff, and catering staff. Our ideal candidate will be a team player, working collaboratively with the GM, AGM, Marketing Director, Sales Director, and Chef. They will be results driven with excellent interpersonal skills. This person will also be the primary coordinator for all special events, catering, menu changes, and overall day to day pub and restaurant operations.</p> <p>Basic Responsibilities of this position include:</p> <p>Managing Staff: Recruiting, Hiring, Training, Scheduling, Developing, and addressing any performance related issues to maintain a full staff that is consistent in providing great customer service, and high-quality dining experiences for guests.</p> <p>Supporting pub and restaurant operations and goals by meticulously recording income and expenses, including purchasing and inventory controls.</p> <p>Communicate with customers to receive feedback and manage complaints timely and in a professional manner that helps to improve the restaurant and pub and guest satisfaction going forward.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Culinary, hospitality or food service management degree or formal training preferred OR 7 years combined experience in management, hospitality, food and beverage service.</li> </ol>			



2. Minimum of 3 years of leadership or management position in high volume restaurant/bar sales.
3. TIPS trained and certified a plus.
4. Hospitality experience a plus with emphasis on food and beverage operations.
5. Bilingual a plus.

**PREFERRED SKILLS**

1. Proven track record of interpersonal and professional development & training.
2. Ability to articulate and present oneself in a positive and professional manner.
3. Must be able to have complete comprehension of reading P&L statements, budgets, labor controls, and basic understanding of restaurant management software and POS systems.
4. Ability to read and respond to all email, phone calls, and other forms of correspondence in timely manner
5. Ability to plan and execute all banquet, catered events, business meetings, competitions, annual local events, brewery events and shows, beer pairing meals, and holiday functions.
6. Ability to recruit, hire, train and develop a full & competent service staff that is consistently performing to company standards and assisting in achieving operational goals.
7. Maintain and develop a safe, clean, sanitary workplace, and require the same high standards from staff in their personal behavior and job performance to support.
8. All areas of operations pertaining to F&B are “Guests Ready” and maintained to a high standard of presentation.
9. Development and creation of menus for both front and back of house
10. Development and preservation of traditions and events established and new.
11. Ordering and inventory controls of alcohol and beverage products.
12. Implement regular and consistent training of bartenders, bar backs, cocktail servers, with specific and state regulatory guidelines in maintaining and preserving beverage costs and profitability
13. Reliable, dedicated attitude with a complete understanding of impeccable service levels and true customer satisfaction
14. Attention to detail & staying ahead of the trends of both menu offerings, conceptual design & floor plans.
15. Excellent customer service skills.
16. Exceptional organizational, leadership, problem-solving, and communication skills.
17. Great delegation skills.

**ADDITIONAL NOTES**

Employee housing is available to employees or potential employees who qualify. To inquire about or apply for employee housing, please contact Ted Roman at [troman@saratogahotspingsresort.com](mailto:troman@saratogahotspingsresort.com)

Additional Employee Benefit will be provided at interview.

Reviewed By:	Ted Roman	Date:	10/5/2022
Approved By:	Cheena Parsons	Date:	10/6/2022
Last Updated By:	Kay Ledgerwood	Date/Time:	10/4/2022 4:47 PM