

# Job Description

**Title:** Dining Room Team Leader

**Reports to:** FOOD AND BEVERAGE DIRECTOR/Executive Chef

## Summary of Position:

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Oversee and coordinate the planning, organizing, training and leadership necessary to achieve stated objectives in sales, costs, employee retention, guest service and satisfaction, food quality, cleanliness and sanitation.

## Duties & Responsibilities:

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- Understand completely all policies, procedures, standards, specifications, guidelines, and training programs.
- Ensure that all guests feel welcome and are given responsive, friendly, and courteous service at all times.
- Ensure that all food and products presentation and consistency is ongoing
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.
- Make employment and termination decisions consistent with F&B Director's guidelines for approval or review.
- Fill in where needed to ensure guest service standards and efficient operations.
- Continually strive to develop your staff in all areas of managerial and professional development.
- Prepare all required paperwork, including forms, schedules, inventories, reports, food and alcohol orders, in an organized and timely manner.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
- Places appropriate work orders for items that need repairing.
- Ensure that all products are received in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.

- Oversee and ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.
- Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
- Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair, and consistent corrective action for any and all violations of company policies, rules, and procedures.
- Fully understand and comply with all federal, state, county, and municipal regulations that pertain to health, safety, and labor requirements of the restaurant, employees, and guests.
- Provide advice and suggestions to Director as needed.

### **Qualifications:**

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- Be 21 years of age.
- Be able to communicate and understand the predominant language(s) of the restaurant's trading area.
- Have knowledge of service and food and beverage, generally involving at least three years of front-of-the-house operations, server, and bartending positions.
- Possess excellent basic math skills and have the ability to operate a cash register or POS system.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Must have the stamina to work 50 to 60 hours per week.