

I. Position

Outlet Manager (2.38)

II. Related Titles

Snack Bar Manager; Halfway House Manager; Concessions Manager, etc.

III. Job Summary

Manage food and beverage service in the outlets. Provide informal and fast food services. Maintain cleanliness. Supervise employees, order supplies, implement controls and manage effectively to ensure that budgeted food, labor, supplies and other cost goals are maintained.

IV. Job Tasks (Duties)

1. Provides food and beverage service of the best quality in accordance with the menu
2. Maintains cleanliness of production and service equipment, and production, storeroom, service and other areas
3. Supervises personnel to assure highest productivity and conduct
4. Maintains accurate payroll time records and reports
5. Ensures that required revenue control procedures are consistently used
6. Requisitions supplies from club's kitchen and storeroom, and ensures proper transfer and storage
7. Provides adequate display of garnishes and condiments on "self-serve" basis
8. Complies with applicable health, alcoholic beverage, fire and other laws/requirements
9. Inspects club facility to ensure that sanitation, safety, energy management, preventive maintenance and other programs are in place in area(s) of responsibility
10. Develops outlet budget and monitors to ensure that financial goals are attained
11. Assists with the production and service of food and beverage products as necessary

V. Reports to

Food and Beverage Director

VI. Supervises

Outlet Assistant