



JOB TITLE: Restaurant Manager
DEPARTMENT: Food & Beverage
REPORT TO: Director of Food & Beverage
DIRECT REPORTS: Restaurant Servers, Bartenders, Guest Coordinator
DATE REVISED: November 2024
CLASSIFICATION: Non-Exempt; full-time

JOB STATEMENT/PURPOSE:

The Restaurant Manager at Anchorage Golf Course is a full-time leadership role responsible for overseeing all aspects of the restaurant's operations, with a focus on creating a vibrant dining experience that attracts both golfers and non-golfing patrons year-round. This position requires a dynamic, innovative leader who can revitalize the restaurant's offerings, build a positive team culture, and drive profitability through creative initiatives and excellent customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee daily restaurant operations, ensuring high standards of food quality, service, and cleanliness
- Develop and implement strategies to increase restaurant patronage, particularly during off-peak golf seasons
- Create and manage staff schedules, ensuring appropriate coverage during all operating hours
- Recruit, hire, train, and mentor restaurant staff, fostering a culture of excellence and teamwork
- Collaborate with the kitchen staff to develop innovative menus and special offerings that appeal to a diverse clientele
- Manage inventory, control costs, and optimize profitability while maintaining quality standards
- Ensure compliance with all health, safety, and liquor regulations
- Handle customer complaints and feedback professionally, implementing improvements as needed
- Work closely with other departments to coordinate events and promotions that benefit both the restaurant and the golf course
- Analyze financial reports and key performance indicators, adjusting strategies to meet or exceed goals

OTHER RESPONSIBILITIES:

- Develop and maintain relationships with local suppliers and vendors
- Coordinate with the marketing team to promote the restaurant and special events



- Implement and maintain quality control and food safety systems
- Assist in planning and executing special events and banquets
- Stay informed about industry trends and implement innovative ideas to keep the restaurant competitive
- Participate in budget planning and financial forecasting for the F&B department
- Conduct regular staff meetings and performance reviews
- Ensure proper maintenance and cleanliness of restaurant facilities and equipment

QUALIFICATIONS:

- Bachelor's degree in Hospitality Management, Business Administration, or related field
- Minimum 5 years of experience in restaurant management, preferably in a golf course or resort setting
- Proven track record of increasing restaurant profitability and patron satisfaction
- Strong leadership and team-building skills
- Excellent communication and interpersonal abilities
- Proficiency in restaurant management software and point-of-sale systems
- Knowledge of food and beverage trends, cost control, and inventory management
- ServSafe certification and thorough understanding of health and safety regulations
- Ability to work flexible hours, including evenings, weekends, and holidays
- Creative problem-solving skills and a proactive approach to challenges
- Financial acumen and experience with budgeting and P&L management
- Valid Anchorage Food Handlers Permit
- Valid TAPS alcohol servers permit
- Valid driver's license and ability to operate a golf cart



I have received a copy of my job description and fully understand my duties and responsibilities. I further understand that by accepting these duties and responsibilities in no way constitute a contract of employment, written or implied and that my employment is considered "at will".

Print Name

Signature

Date

** Please provide a signed copy to employee and keep original for employee's personnel file.*