

# Dining Room Manager

**About Us:** Barrel 21 Distillery & Dining is the only distillery restaurant in State College, Pennsylvania. Our menu of seasonal items blends classic tastes with current trends and is complemented by our own spirits, full bar, wine list and craft beer from our sister establishment, **Otto's Pub & Brewery**.

**Reports To:** Operations Manager

## **Position Overview:**

Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Ensures timeliness of food service. Supervise, train, and evaluate dining room staff. Manage within budgetary restraints. Develop and implement programs to increase revenues through event space rental, repeat business and higher check averages.

## **Position Expectations:**

**As the primary front of house “personality” positivity and a sense of urgency are a must.** An upbeat attitude is necessary and a guest-first focus is mandatory. Keeping a clean and organized environment is a job requirement as it projects an expedited and efficient delivery of product. Being able to multitask and make well thought out decisions is a must.

## **Duties and Responsibilities**

- Exceed customer service standards with care and enthusiasm.
- Accomplishes restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Coordinate plans for regular and special events; maximize use of space.
- Proficient in using computer software to monitor inventory, track staff schedules and pay, and perform other record keeping tasks.
- Proficient in Point of sale (POS) software (Aloha preferred), reservation software (Open Table preferred), Microsoft Word and Excel.
- ServSafe training preferred.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

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## **Education/ Experience**

Hotel Restaurant Management Degree or five years restaurant management experience. Basic knowledge of liquor, beer, and wine and be familiar with standard drink recipes as well as knowledge of current trends in beverage trends and recipe creation Must have the ability to prioritize a multitude of tasks and execute them in a timely manner recognizing what takes priority and acting accordingly.

## **Requirements**

The ability to read and speak English and able to convey information and ideas clearly.

Possess basic math skills and the ability to handle money.

Excellent oral communication skills required.

Positive interpersonal skills required.

Must work well in stressful, high pressure situations.

Able to safely lift and move 35 pounds.