

## Job Opening Form



COMPANY NAME	The Grand Hotel		
ADDRESS	149 State Hwy 64	CITY	Grand Canyon
JOB TITLE	Full-Time Restaurant Manager		
SALARY	\$42.5 Per Year		
OPENING DATE	02/24/2021	CLOSING DATE	07/01/2021
<b>JOB DESCRIPTION</b>			
<p>Restaurant Manager is responsible for floor supervision &amp; oversight of the daily dining &amp; beverage outlet operations. Includes all aspects of guest service, cleanliness of restaurant facilities &amp; building employee relationships. In addition, position supports the Restaurant Manager w/advanced administrative responsibilities including using Kronos, accurately logging invoices; tracking uniform usage &amp; overseeing all food outlet supplies. Duties &amp; Responsibilities: Responsible for overseeing daily operation of all dining outlets to maximize profitability, minimize legal liability &amp; conform to regulations of Coconino Health Department &amp; Arizona Liquor Laws. • Responsible for effective enforcement of all Xanterra Tusayan, LLC food &amp; beverage hospitality standards, procedures, policies &amp; environmental program. • Responsible for compliance w/all health &amp; safety regulations &amp; enforcing sanitary practices for food handling, general cleanliness &amp; maintenance of dining &amp; food service areas. • Responsible for reporting all maintenance repair requests in timely manner. • Support F&amp;B compliance training programs by scheduling staff &amp; assist in conducting assigned classes. Review tracking of front of house staff to comply w/TIPS &amp; Arizona Liquor Law. • Reviews &amp; monitors expenditures to ensure that business unit(s) conforms to budget limitations. Records daily sales &amp; labor costs on the “Actuals” spreadsheet to monitor labor costs. • Co-responsible w/back of house Manager for efficient buffet set-up, maintenance &amp; break down in accordance w/current timetable. Following staffing guides for FOH &amp; sets up sections for the meal period. Makes necessary adjustments based on staffing absences &amp; last-minute changes such; as increase in bus counts. • Responsible for conducting daily “Service Briefings” &amp; training staff: proper evacuation procedures &amp; how to execute plan timely, wine &amp; beer selections, etc.</p>			
<b>MINIMUM QUALIFICATIONS</b>			
<p>Previous 2 yrs food service management or supervisory experience w/thorough knowledge of food &amp; beverage industry including alcohol sales. • Requires intermediate to advanced skill using Microsoft Office software programs (Word &amp; Excel, Outlook) &amp; Point of Sale Systems. Preferred Qualifications: • Bachelor of Science degree in hotel/restaurant management is desirable. Will consider combination of practical experience &amp; education as an alternate. • Bi-lingual (English/Spanish) language skills preferred. Basic Competencies: • High level guest service skills. • Verbal comprehension • Communication skills • Reasoning skills (problem solving &amp; troubleshooting skills) • Intermediate-Advanced computer skills. • Basic math skills. Employment Conditions: • Work safely to prevent on the job accidents &amp; injuries. • Complete required alcohol awareness &amp; food safety certifications. • Work hours may include a nonstandard workweek, overtime &amp; various shift work as needed. Physical Requirements: While performing duties of this job, employee is: • Constantly standing, walking, twisting, using eye/hand coordination, manual dexterity, handling, wrist motion, bending/ stooping. • Frequently carrying, bending, stooping, lifting, pushing &amp; pulling items weighing up to 10lbs. • Occasionally carrying, bending, stooping, lifting, pushing &amp; pulling items weighing up to 50lbs.</p>			
<b>HOW TO APPLY</b>			
WEBSITE	Please visit: <a href="https://www.xanterrajobs.com/grand-hotel/jobs">https://www.xanterrajobs.com/grand-hotel/jobs</a>		