



TALISKER CLUB

JOB DESCRIPTION: Food & Beverage Supervisor
DEPARTMENT: Food & Beverage
STATUS: FT/YR, Non-Exempt
REPORTS TO: Food and Beverage Manager

PURPOSE OF POSITION

The Food & Beverage Supervisor is responsible for daily floor leadership of dining experience at Talisker Club. This includes the operations of all Talisker Club restaurants, food and beverage events, and off premises catering. The Supervisor is responsible for coordination of resources to execute daily operations and events. Excellent leadership qualities and management skills are required for this position. This is a lead floor role requiring a “hands on approach” to ensure successful operational execution.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1. Adheres to, promotes, and fosters an environment consistent with Talisker Club core values of: Accomplished Leadership, Accomplished Teamwork, Safe Practices, Extraordinary Experiences, Commitment to Integrity, Commitment to Passion, Financial Performance, and Environmental Stewardship.**
- 2. Assist in maintaining liquor, wine, beer, FOH controllable expenses, and non-alcoholic beverage inventory with attention to controls and ordering guidelines.**
- 3. Involvement in teaching and training**
- 4. Assist all team members training and ongoing progression of each member**
- 5. Maintain positive rapport and approachability with team members**
- 6. Perform all MOD duties on the day to day following MOD SOPs and guidelines**
- 7. Assist leadership to maintain, and enforce all FOH *Standards of Operations(SOP's)*.**
- 8. Engage and interact with team members in order to create memorable and exceptional dining experiences.**
- 9. Collaborate with all club managers to embody an environment focused on positive relationships, open communication, and a common goal of delivering EXTRAORDINARY EXPERIENCES.**

QUALIFICATIONS

TIPS Certified
Serve Safe Certified
High School education, plus two years of relevant high-volume dining experience.
Previous Food & Beverage leadership experience, preferably in a private club environment.



TALISKER CLUB

DAILY DUTIES

- Lead, supervise, and support service staff.
- Resolve employee concerns with the support of management team
- Support team laterally when needed due to business/ staffing levels.
- Train service steps to team members.
- Monitor that service steps are followed by team.
- Recognize team for outstanding service.
- Support Senior Management with other duties as assigned.
- Provide superior service to our customers (internal and external) at all times.
- Monitor and Maintain Daily Liquor Compliance.
- Ensure that alcoholic beverages are not served to underage customers.
- Determine when patrons should not be served additional drinks.
- Monitor and maintain “Best in Class” product and service by observing, communicating, and follow through.
- Hold team accountable for “Best in Class” service, positive relationships, and open communication.
- Complete Daily Manager-on-Duty Checklist.
- Meet with Chef-on-Duty for Specials, unavailable items, Shift Needs.
- Conduct Effective Daily Lineups.
- Facilitate Daily Opening and Closing Side-work.
- Document Performance Opportunities of Employees.
- Monitor and Maintain “Best in Class” Guest Experience in restaurants and/ or event venues.
- Monitor and Maintain - music, lighting, décor, room temperature, furniture set, and cleanliness.
- Ability to work weekends, holidays, and nights as required by business models.
- Perform other duties as assigned.
- Daily Shift Reconciliation.
- Assist with Monthly Liquor Inventory.
- Complete Daily End of Shift Recap.
- Ensure proper ordering techniques and inventory maintenance in accordance with operating budget.

• **PHYSICAL REQUIREMENTS**

- Ability to stand or sit for extended periods of time.
- Ability to bend, lift and carry heavy objects.
- Ability to withstand external elements in relation to changing weather conditions.

Print Name

Signature

Date