

Job Posting

Category: Pinecrest Golf Club
Job Title: Assistant Restaurant Manager
Class: Full Time
Salary: \$42,000

Job Requirements

- Ability to understand and exhibit behavior consistent with the stated park district policy.
- Must be at least 21 years of age.
- Must have at least 5 years of experience in Restaurant Management.
- Able to work independently.
- Ability to work under pressure, prioritize tasks, and meet deadlines.
- Excellent organizational skills.
- Must possess effective oral and written communication skills.
- Must be able to work flexible hours including evenings, weekends and holidays.
- Excellent computer skills with full command of Microsoft Suite.

Essential Functions/Responsibilities

- Responsible for pleasing customers by providing a pleasant dining experience.
- 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.
- Achieves restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans, implementing production, productivity, quality, and customer-service standards; resolving problems, identifying trends, determining system improvements, implementing change.
- Plans menus by consulting with chefs, estimates food costs and profits, adjusts menus.
- Controls costs by reviewing portion control and quantities of preparation; minimizing waste, ensuring high quality of preparation.
- Abides by regulations of the alcoholic beverage commission.
- Maximizes bar profitability by ensuring portion control.
- Publicizes the restaurant by designing and placing advertisements, inviting food editors to review the restaurant; encouraging local businesses to hold social events at the restaurant.
- Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures.
- Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.
- Other duties as assigned by the Restaurant General Manager.

Please send resume to: Huntley Park District
12015 Mill Street
Huntley IL, 60142

or email to: crystalv@huntleyparks.org