



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY – *IN HOUSE*
Restaurant Manager

Manzanita Grille at Antelope Hills Golf Course
Pay Grade: 60 Pay Range: \$19.24 to 26.94 per hour DOE/Q plus benefits
FLSA Status: Exempt (not eligible for over time)

Special Requirements: Must have valid Arizona Drivers license and pass pre-employment drug test and background check. Must be available to work evenings, weekends and holidays. Food handler certificate and manager's BCAE certificate required.

Training, Experience & Qualifications: Experience equivalent to 5 years restaurant, bar and banquet management required; golf course or country club restaurant preferred. Must have PC skills in Word, PowerPoint and Excel. Strong organizational, problem solving, customer service, guest relations, and personnel management skills a must.

Tasks: Responsible for creation of a pleasant dining environment and experience for its guests and maintains an efficient operation of the Manzanita Grille, Bar, and banquet facilities. Oversees day-to-day operation and contributes to the budgeting and long-term planning of the restaurant. Responsible for recording inventory information and restaurant health practices; handles food, beverages, utensils; organizes, maintains budget and bookkeeping materials; plans and prioritizes restaurant, bar and banquet needs and timing of events; determines audio/visual needs, linens, rentals and purchases of required equipment as requested by customer; enforces staff dress codes, sanitation procedures including safety guidelines and OSHA requirements; ensures equipment and facilities are serviced, clean and functional prior to events; coordinates service as requested including but not limited to food and beverage requirements; monitors and oversees purchases, menus and restaurant/banquet needs; performs administrative staff activities, interviews, hires, schedules and trains restaurant, bar and banquet staff; new hire paperwork, payroll and menu management; communicates with customers and suppliers; works with Chef to identify and estimate quantities of food, beverages, supplies and equipment maintenance; forecasts and maintains proper staffing and supplies level to ensure service standards; prepares floor plans according to reservations and guest needs; maintains relationships with City Officials, customers and staff; reconciles cash and charge receipts at end of each day; resolves customer complaints; monitors actions of staff and customers to ensure that food handling and liquor regulations are observed; responsible for purchase record keeping and invoice processing.

Knowledges, Skill and Abilities:

Knowledge of computers for use in budgeting, scheduling, purchasing, etc.

Knowledge of occupational safety food handling and health policies.

Knowledge of supervisory methods and techniques, evaluating, scheduling, hiring, and training.

Skill in written and oral communication for administrative and technical purposes and one-on-one and group situations and in utilizing public relations techniques in responding to inquiries and complaints.

Physical and Visual Ability: sufficient to effectively and safely perform required duties as needed. While performing the duties of this job, the employee may be required to stand for extended periods of time, walk, sit, climb, balance, stoop, kneel, crouch and crawl. Ability to lift and carry heavy (50 - 75 pounds or more) equipment and materials needed to complete job

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 pm June 6, 2008.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

(928) 777- 1347 (928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: May 30, 2008

Mic Fenech _____
Administrative Services Director

Jolaine Jackson _____
Human Resources Director

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.