

YOUR LOGO
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Abbey Marina PO Box 77

Job Title:	Food & Bar Manager	Job Category:	Job Category
Department/Group:	AHCA	Job Code/ Req#:	Job Code/ Req#
Location:	Fontana	Travel Required:	No
Level/Salary Range:	\$ 15.00-\$20.00 hourly	Position Type:	Seasonal full-time
HR Contact:	Harbormaster	Date Posted:	1/1/22
Will Train Applicant(s):	Harbormaster	Posting Expires:	6/01/22
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		

Applications Accepted By:

FAX OR EMAIL:

Info@abbeymarina.com
262.394.5544

MAIL:

Captain Joe O'Malley
Abbey Marina PO Box 77
271 Fontana Blvd
Fontana, Wi. 53125

Job Description

ROLE AND RESPONSIBILITIES

- Responsible to create and maintain positive and memorable experiences for our owners and members
- Full responsibility for Kitchen and bar staff, staffing, productivity, job satisfaction, etc
- Team developer, Leader able to makes decisions in the best interest of the company
- Work with GM to hire, train and develop food and beverage team
- Assure delivery of high quality food and beverage
- Utilize critical thinking to solve problems that may arise during day
- Create efficient and cost-effective schedules for staff
- Manage ordering for both food and bar inventory
- Drive Profitability by ensuring proper pricing on products and services to achieve proper margins
- Receive inquires and manage all aspects of private functions at our harbor house
- Navigate staff and member relationships
- Develop SOP for bar, server and cooking staff
- Assist with Implementation of new POS system
- Review and update bar and kitchen menu based on limitations of current facilities
- Oversee the cleanliness of kitchen, bars, and harbor house
- Oversee the inventory process and manage all beer/ wine/ liquor/ food inventory
- Lead weekly inventory counts, ordering and receiving
- Any other task assigned by GM and Harbormaster

QUALIFICATIONS AND EDUCATION REQUIREMENTS

3-5 Years' experience in the food and beverage industry in a leadership role. Bartender license, Willingness to be liquor license agent, Computer skills, POS, scheduling, time keeping, inventory systems experience

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REQUIRED SKILLS

Leadership, Communications, Critical Thinking, Multitasking, patience, tact and Ability to sit, stand, bend lift, walk for long hours

ADDITIONAL NOTES

Must have availability on weekends, nights, and holidays during the season April 1st –October 8th (holidays include; Memorial Day weekend, Independence day weekend, Labor Day weekend, COSI boat day, Antique Boat Show and Special Marina events)

Reviewed By:	JMO	Date:	2/1/22
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time