



## Job Description

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<b>TITLE:</b> Assistant Food & Beverage Manager	<b>JOB CODE:</b> 2484
<b>DEPARTMENT:</b> Parks and Facilities – Riverview Golf Course	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> April 25, 2023	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b>	<b>WORK LOCATION:</b> Kirtland, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision of the Golf Course Food and Beverage Manager, the GC Assistant Food and Beverage Manager assist in the daily operation of the grill at Riverview Golf Course by ensuring staff provide a friendly and courteous environment to keep customers coming back; be knowledgeable of food standards and regulations for food handling, storage preparation, and consumption; knowledgeable of health and sanitary conditions for the grill; knowledgeable of inventory and ordering. This working supervisory manages and works all areas; good organization and problem-solving skills to handle employee issues/concerns and upset customers; good communication skills to effectively give instructions to staff and positively resolve customer complaints.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepare, cook, and serve menu items.
- Under the supervision of GC Food and Beverage Manager, assist with coordinating and leading grill operations, assist with overseeing staff, collaborate with coworkers, and assist where needed.
- Excellent understanding of County practices and New Mexico Liquor Department policies and procedures on storage, safety, sanitation, loss prevention, and responsible sales of alcohol.
- Greet customers in a pleasant and courteous manner.
- Operate a variety of specialized food service equipment, including, but not limited to drink dispenser, gas grill, beverage cart, and deep fat fryer.
- Coordinate use of facilities or catering services for events with the General Manager/Head Professional.
- Assist the Food and Beverage Manager with inventory and ordering food supplies, beverage supplies including alcohol, paper goods, and cleaning products.
- Schedule and receive food and beverage deliveries, checking delivery content in order to verify product quality and quantity.
- Adhere to strict portion control policy.
- Monitor food preparation methods, portion sizes, garnishing and presentation of food in order to ensure that food is prepared and presented in an acceptable manner.
- Recommend menu additions, deletions, and price changes to the GC Food and Beverage Manager.
- Manage compliance with the Responsible Alcohol Service training requirements.
- Ensure compliance with Health Department regulations.
- Responsible for cleaning and general maintenance of the facility and equipment.
- Operate a computerized register system and issues a receipt for each transaction; is responsible for daily reports.
- Investigate and resolve complaints regarding food quality, service, or accommodations to the GC Food and Beverage Manager.
- May be asked to perform other job-related duties away from the golf course.

### Required Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of NM regulations for alcohol sale, service, permits, and posters.
- Must possess a basic knowledge of accounting and mathematics.
- Skill in preparing a wide variety of food items.

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**Assistant Food & Beverage Manager**

- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to perform concentrated mental activity.
- Ability to perform satisfactorily in stressful situations and under the pressure of deadlines.
- Ability to communicate both verbally and in writing.
- Requires knowledge of current federal, state, and local laws and regulations affecting the management of a food service facility.
- Skill in following all job-related safety procedures.
- Must be available to work any day of the week between the hours of 6:00 a.m. and 5:00 p.m. Must be willing to work a flexible work schedule to include some weekends and holidays.

**Education and Experience**

- High School diploma or GED equivalent and a minimum of two (2) years of experience in the food services industry.
- One (1) year of experience supervising other employees, or any equivalent combination of education and experience sufficient to perform the duties of the position.
- Must be 21 years old.
- Must have valid State of New Mexico Food Handler’s permit or able to obtain within sixty (60) days of employment.
- Must have a valid State of New Mexico Alcohol Servers permit or able to obtain within 30 days of employment.
- Valid New Mexico Driver’s License or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Frequently required to walk, stand, sit, and talk or hear.
- Occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.
- Occasionally required to climb or balance; stop kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus.
- Occasionally works near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet in the office, or moderately noisy in the field.
- Full-time work hours for this position consist of nights, overtime, weekends, and holidays as requirements for the operations of this department.
- The work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Calculator, cash register, copy and fax machine, telephone.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_