



Position Title: Restaurant Manager / Sommelier
Reports To: Director of International Hospitality Center
Department: Hospitality Management
Prepared By/Date: John Richards/9-8-2010
Approved By/Date: Dr. Rolando Montoya/9-13-2010
Revised: Jennifer C. Brito/9-14-2010

Job Code: 0128-00E
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Restaurant Manager/Sommelier works closely with the Director and Executive chef and is responsible for the overall operation of the fine dining restaurant, Café, Food and Beverage demonstration Theatre and College catering will be responsible for leading the viticulture portion of the two-year degree program and for assisting with the enology program, as needed.

Essential Duties and Responsibilities:

- Ensures that the restaurant operates efficiently and effectively within the College's educational, fiscal and operational guidelines
- Ensures adherence to all local, state, and federal laws and regulations
- Develops initiatives to build sales, profitability and guest counts
- Maintain effective cost controls in support of these initiatives
- Utilizes the Secret Shopper and IVR programs to develop guest oriented quality, service, and cleanliness action plans to enhance guest satisfaction
- Ensures all safety and security systems and procedures are followed to ensure health and safety of employees and guests
- Ensures secure, safe handling and transportation of funds
- Supports and implements the College's marketing programs
- Responsible for the physical/aesthetic maintenance of the restaurant and maintenance of College's branded format
- Maintains a working knowledge of all recipes, products and production procedures
- Ensures established standards of food safety and sanitation are maintained
- Purchases food and beverage products within established guidelines. Oversee correct receipt, storage and handling of food and beverage products to ensure quality and freshness at all times
- Responds to guest comments and criticism in a constructive and positive manner, looking at such as an opportunity to build guest count. Educate and empower subordinate managers and staff to act in a similar capacity
- Ensures a safe and secure work and dining environment for staff and guests
- Carries out supervisory responsibilities in accordance with all applicable laws and regulations.
- Demonstrates high ethical standards at all times, adhering to standards laid out in the College's policies
- Conducts regular staff/departmental meetings, utilizing tools provided by the director's office
- Administers counseling and progressive discipline to staff as necessary
- Staffs the restaurant with quality employees who value guest service and are committed to the highest standards of performance
- Provides training and recognition to employees at all levels and maintains a team-oriented environment
- Selects and develops a management training program to promote internal candidates
- Reviews staffing and succession plans with Director
- Responsible to meet or exceed budgeted sales and profit goals
- Responsible to maintain labor efficiency ratios to ensure guest service and cost effectiveness
- Responsible for restaurant P&L performance

- Oversees all restaurant administrative requirements including cash handling, completion of guest liability, property, casualty, workers compensation reports, governmental compliance, i.e., OSHA posting requirements, federal, state and local labor law postings, manager's Red Book, invoicing, etc.
- Ensures all reports, documentation, and other information required by the College is submitted in a timely and accurate manner
- Maintains all employee files. Ensure that required documentation is complete, accurate and stored securely within personnel files
- Fosters and maintains strong working relationships with local and regional growers, industry experts, students, alumni and college staff
- Develops curriculum workshops and seminars necessary to meet the needs of students and the local/regional wine industry
- Promotes and continues the development of the viticulture program by establishing program goals and evaluating program effectiveness
- Recruits, advises, mentors and supports students educational and career goals
- Manages and maintains vineyard relationships for the college and negotiate vineyard contracts
- Works with the wine industry on issues relevant to program planning, promotion and evaluation
- Manages extensive wine inventory
- Performs employee evaluations as per MDC policies
- Participates in classroom and lab teaching activities requested by the Director
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of and experience with alternative forms of viticulture such as sustainable and biodynamic agriculture
- Impeccable service standards and attention to detail
- Professional, polished appearance with the ability to exceed our guest's expectations
- Proven ability to lead, train, and develop associates
- Excellent verbal communication skills.
- Ability to work in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily.

- Bachelor's degree with significant wine industry experience and seven (7) years of restaurant management experience and three (3) years sommelier experience in a fine dining, full-service restaurant
- ServSafe certification must be obtained within two (2) months of hire
- Ability to work a flexible schedule that will require evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name