



JOB POSTING

Posting Date: March 31, 2017
Position Title: **Food & Beverage Supervisor – Trails End**
Location: Bandon Dunes Golf Resort
Reports To: Food & Beverage Manager, Assistant F&B Director and/or F&B Director
Application Closing Date: Until filled
Respond To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Road, Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

Assist with the day-to-day operational supervision of all food and beverage service staff for Trails End Restaurant. Assist in training of our food & beverage staff. Respond to the needs of our guests. Coordinate activities with the F&B Manager, Assistant F&B Director and/or F&B Director.

Primary Duties:

- Ensure quality levels of food and beverage service through commitment to guest service.
- Maintain our standards in presentation, services, facilities, and guest satisfaction.
- Perform staff training, coaching, counseling and progressive discipline with a consistent degree of accountability.
- Assist in the planning of staffing schedules with regard to current business levels to ensure customer service standards are achieved consistent with minimum budgeted staffing levels.
- Help monitor operational inventory levels for food and beverage operating supplies.
- Open and close food and beverage outlet.
- Oversee cash handling and shift reporting of all F&B service staff.
- Maintain open communication with direct supervisor.
- Participate in departmental meetings.
- Support on-going efforts to improve outlet, BDGR and Kemper Sports Management.
- Protection of company assets.
- Perform additional duties as required.

Qualifications:

- Food Handler's and Oregon Liquor Commission certifications.
- High school diploma or equivalency required; college degree preferred.
- 2 years applicable functional, supervisory and/or management experience, preferably in the F&B industry.
- Quality written, verbal, and interpersonal communication skills in a professional and respectful manner.
- Advanced Microsoft Office and POS computer experience necessary.
- High level of attention to detail as well as proven organizational skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends/holidays.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

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