



## JOB POSTING

**Posting Date:** January 18, 2019

**Position Title:** **Food & Beverage Supervisor**

**Location:** Bandon Dunes Golf Resort  
McKee's Pub Restaurant

**Reports To:** Food & Beverage Manager

**Closing Date:** Until filled

**Respond To:** Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Position Summary:**

Assist with the day-to-day operational supervision of all food and beverage service staff for McKee's Pub Restaurant. Assist in training of our food & beverage staff. Respond to the needs of our guests. Coordinate activities with the F&B Manager and/or Director of Restaurants.

### **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 Keiser Golf.
- 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.*

**Bandon Dunes is an Equal Opportunity Employer**