

FOOD AND BEVERAGE MANAGER

JOB DESCRIPTION

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COMMANDER

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FOOD AND BEVERAGE MANAGER JOB DESCRIPTION

ARTICLE I--FOOD AND BEVERAGE MANAGER SELECTION

Section 1. The Food and Beverage Manager, here-in known as the "Manager," is responsible to the Chairman of the House Committee, the Committee members and the Post members.

Section 2. The Manager shall be selected for employment based on a screening process which includes review of previous experience and suitability as determined by review of resume and interview by the House Committee.

Section 3. Subsequent to the screening process, the House Committee shall forward the candidates in order of preference suggested for the position of Manager to the Executive Committee. The Executive Committee will review the results and suggestions of the House Committee and make a final recommendation to the Commander relevant to their order of preference of the candidates for completing the hiring process.

ARTICLE II--COMPENSATION AND EVALUATION

Section 1. The Manager shall be a salaried position.

Section 2. The Manager shall be required to work, without additional compensation, as a bartender for one eight hour shift per calendar week.

Section 3. The Manager shall also be expected to work, without additional compensation, as a bartender during bartender vacations and days off, combined not to exceed a total of 48 hours per week.

Section 4. The Manager shall receive annual evaluations of performance by the House Committee. A copy of the evaluation shall be made available to the Manager and the approved original shall be inserted into the Manager's personal record. The Manager may request an oral or written explanation or clarification of any comment in the evaluation. The Manager may respond in writing to any comment contained within the evaluation. This response shall be reviewed by the House Committee and inserted into the Manager's personal record. Any written response from the House Committee shall also be inserted into the Manager's personal record.

Section 5. An annual salary review for the Manager shall be initiated by the House Committee. Salary adjustment recommendations shall be submitted to the Executive Committee for review and comment, and shall be approved by the General Assembly.

ARTICLE III--MANAGER RESPONSIBILITIES

Section 1. The Manager is responsible to the Chairman of the House Committee for all matters specifically described here-in. The Manager shall notify the House Committee Chairman of anticipated vacation schedule, personal time off, and shift changes. During prolonged absences of the Manager (more than three week days), the House Committee Chairman shall designate a bonded Post 316 member as a replacement.

Section 2. The Manager shall develop and implement a weekly work schedule for bartenders.

Section 3. At the discretion of the House Committee Chairman, the Manager shall attend House Committee and Executive Committee meetings when requested.

Section 4. The Manager has ultimate accountability for the receipt of cash, checks, and drink tokens for bar and Funderburk Hall transactions. These transactions shall also include functions and activities under the control of the Manager as described here-in.

Section 5. No less than twice weekly, the Manager shall deposit funds receivable into financial accounts as authorized by the Finance Officer.

Section 6. The Manager shall inventory and distribute cash register "banks" for each bartender shift. Each bartender shift "bank" shall be audited by the Manager to ensure that receivables are accurate and complete as compared with cash register receipts.

Section 7. The Manager shall maintain a bad check list containing the name of the individual and the date entered on the list. The Manager shall ensure that no checks are cashed by individuals on the bad check list. The Manager may remove a member from the bad check list upon receiving restitution for the amount of the check and a \$20.00 penalty.

ARTICLE IV--BARTENDER HIRING AND SUPERVISION

Section 1. The Manager is responsible for recommending the selection for hire of all bartenders. The Manager shall review the qualifications of potential bartenders and conduct all interviews. Based on the needs and demands of Post business, the Manager may select prospective bartenders for temporary employment on a trial basis for a period of 180 days. This period will be used to evaluate the performance of potential new bartenders. After this evaluation period the Manager shall make recommendations for House Committee approval to retain the potential bartender.

Section 2. Bartender candidates shall be reviewed by the Manager after six months or 1,040 hours of work to determine continued employment. During the trial period, the Manager may terminate temporary employees at any time and for any reason.

Section 3. The Manager shall recommend to the House Committee Chairman candidates for bartender to continue employment. The House Committee shall have approval authority for the hiring of bartenders subsequent to trial periods of employment.

Section 4. The Manager is directly responsible for the training and supervision of the bartenders. The Manager shall review the efficiency, presence, and suitability of bartenders for deficiencies in performance. The Manager shall take appropriate and timely action to correct the deficiencies in performance of bartenders. Action taken shall include, as needed, additional training, guidance, and/or specific instructions.

Section 5. The Manager shall review employees' records annually and make pay raise recommendations to the House Committee. Pay raise recommendations shall be based on the annual cost of living increase and shall be approved by the Executive Committee.

Section 6. The Manager shall make annual bonus recommendations for deserving employees to the House Committee. Bonus money shall be awarded at the rate of \$50.00 after one year of employment and an additional \$5.00 for each consecutive year thereafter. All bonus money shall be approved by the Executive Committee.

Section 7. The Manager shall keep track of employees earned vacation time. Vacation time shall be based on hours worked starting from the first day of employment. Employees must work 1040 hours during a 12 month period to accrue paid vacation time. After one year an employee accrues five (5) paid days; after two to four years, ten (10) paid days; after five to nine years, fifteen (15) paid days; and after ten years, twenty (20) paid days.

Section 8. The Manager shall evaluate all employees semi-annually for the first two years and annually thereafter. New employees shall be evaluated by the Manager after completion of six months. The Manager shall submit evaluations to the House Committee for review and approval. Special evaluations may be prepared on any employee as deemed necessary by the Manager and/or the House Committee for the purpose of specifying and correcting performance deficiencies. The Manager shall discuss the approved evaluation with the employee prior to the Manager filing it in the employee's record. The employee may also request a meeting with the House Committee to discuss the evaluation.

Section 9. The Manager shall be responsible for maintaining an employee record on all employees that includes performance evaluations, training records, punishment resulting from any violations of the rules, and any other matter deemed appropriate. The House Committee Chairman shall keep a similar record on the Manager.

Section 10. The Manager shall recommend to the House Committee Chairman possible termination, suspension or reprimand of bartenders for infractions of Post Regulations. Dependent upon the severity and frequency of the infraction, the House Committee Chairman and a majority of the House Committee members shall handle infractions as follows:

attempt to anticipate periods of high bar consumption resultant from holidays, Legion and Post functions, and special events, and order and stock accordingly.

Section 2. Bartenders shall dispense liquor from a vessel prescribed by the House Committee, and not free pour liquor. The vessel shall contain the approved number of ounces for each drink, and no more or less. Bartenders shall record on the cash register tape each time a new bottle of liquor is opened. The Manager shall check the tape daily to monitor this policy. Discrepancies shall be reported to the House Committee Chairman in writing.

Section 3. The Manager shall ensure that supplies are available to maintain the cleanliness of the entire Post Home facility, which includes hygiene amenities for the bathrooms.

Section 4. The Manager shall be responsible for the cleanliness of the Post Home, bar service area, kitchen, Funderburk Hall, walk-in freezers, coolers, toilets, offices, and store rooms specifically needed to support the Post Home, bar, or Funderburk Hall operation. The Manager is not responsible for the cleanliness of the Post parking areas or offices, storerooms, or facilities not specifically needed to support the Post Home, bar, or Funderburk Hall operation.

Section 5. The Manager shall ensure that sufficient supplies are available to support food preparation, preservation, service, and cleaning during Post sponsored luncheons, Bar-B-Qs, fish fries, steak dinners, specialty dinners, and other events requiring food consumption.

Section 6. The condition and function of water, sewage, electrical, environmental, and other hotel services and equipment that support the Post facilities shall be noted by the Manager frequently. Necessary repairs shall be brought to the attention of the Commander, a Post Officer, an Executive Board member, the House Committee Chairman or a House Committee member. In so far as practical or within legal constraints, Post members may attempt to remedy malfunctions determined to be minor. The Manager, with consultation of the Commander, a Post Officer, Executive Board member, House Committee Chairman or House Committee members when available, may take necessary measures to correct emergency malfunctions.

ARTICLE VI--FUNDERBURK HALL EVENTS

Section 1. The Manager shall plan, coordinate, and schedule functions held in Funderburk Hall. The Manager, or a representative designated by the Manager, shall be present on the premises throughout the conduct of the event.

Section 2. The Manager shall advise prospective users of Funderburk Hall of menu and bar costs, bartender services, cleanliness requirements, and restrictions on the number of event attendees.

Section 3. The Manager shall ensure that menu items selected are purchased and prepared, and are of high quality.