

Open Position: Food & Beverage Department*

Gypsum Grill FOH Service Manager

General Job Description:

Job Description: the FOH Service Manager will be an assistant to the General Manager Their main responsibility is ensuring our guests receive an unmatched dining experience by ensuring staff is executing the main steps of service. The FOH Service Manager will be an example to our staff when on the floor, making sure every detail of guest service is executed flawlessly. This position is a true ambassador to our establishment and brand.

Job Requirements and Duties:

- Positive and enthusiastic attitude
- Hospitality first mentality
- Scheduling of servers, hosts, and support staff
- Ensuring the restaurant is staffed and ready for special events and reservations
- Performing designated management opening or closing duties
- Following through with guest experience, replying to online reviews
- General cash handling and counting
- POS system knowledge and execution
- Run daily reports and fulfill daily paperwork duties including tip delegation and end of shift documents
- New employee onboarding and training schedules
- Execute menu testing for all staff
- Manage FOH labor by taking necessary action during shifts
- Training staff daily to grow knowledge and experience
- Table touching and floor monitoring
- Monitoring the overall cleanliness of the restaurant FOH and BOH areas
- Have knowledge on all menu items and in house product information food and beverage
- Assist with monthly inventories
- Assist with product organization and assist with putting away weekly deliveries
- Create a hospitable environment for all staff members and guest
- Available Days, Nights, Weekends, and Holidays
- Willing to apply our company core beliefs to each shift

We are looking for:

- Friendly personalities to greet & assist all guests
- 4+ days of availability weekly, including weekends (this does not mean you will be scheduled 4+ days)
- Organized, reliable, & trustworthy attributes
- Comfortability with a fast paced work environment
- Strong communication skills
- 1+ year(s) in customer service preferred
- Staff uniforms required (options will be supplied)

*Subject to change during season

Email your application to: zwilliams@gypsumgrill.com (Pictures of handwritten applications are accepted!)

Responses are typically sent within 24 hours. Please check your spam/junk folder or call 616-791-7544 for updates.



Application for Employment
An Equal Opportunity Employer

Name: _____ Date: _____

Address: _____

Phone Number: _____ Best time to reach you? _____

Primary Email Address: _____ Preferred # of Days/Hours to work weekly _____

Position applied for: FOH Service Manager Referral Source? _____

Are you applying for full-time, part-time or temporary work? _____

Start Date available: _____ Date available until: _____ Starting Pay: _____

Are you presently employed? _____ If yes, where? _____

May we contact you at work? _____ If yes, work number: _____

Are you legally eligible for employment in the U.S.? _____ Are you at least 18 years old? _____

Have you worked under a different name before? If yes, explain: _____

Have you ever been convicted of a crime? If yes, state the crime(s) and date(s): _____

Are any felony charges pending against you? (If yes, please explain.) _____

What other employment or sideline business do you have? _____

Would you want to continue if employed by us? _____

Education

<i>Name and Location</i>	<i>Years Completed</i>	<i>Diploma/Degree</i>	<i>GPA</i>
High School _____	1 2 3 4	_____	_____
Undergraduate School _____	1 2 3 4	_____	_____
Graduate/Professional School _____	1 2 3 4	_____	_____
Business or Trade School _____			

References

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment History:

List below past and present employers, starting with your most recent employer. Include any job related military service assignments. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

Company Name and Address: _____

Position: _____ Starting Wage: _____ Ending Wage: _____

Supervisor's Name: _____ May we contact him/her? _____

Dates Employed: _____ Reason(s) for leaving: _____

Description of Duties: _____

Company Name and Address: _____

Position: _____ Starting Wage: _____ Ending Wage: _____

Supervisor's Name: _____ May we contact him/her? _____

Dates Employed: _____ Reason(s) for leaving: _____

Description of Duties: _____

Applicant Statement:

I hereby affirm that the information provided in this application (and accompanying resume and other documents, if any) is true and complete. I also agree that any false information, misrepresentations, or omission—verbal or written—may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my employment history, including discipline and attendance records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons, corporations and other entities requesting or supplying such information and waive any right to notice of such disclosure.

Should I receive a conditional offer of employment, I agree to submit to a physical and/or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Mines Golf Club. I also understand that if I have a protected disability that affects my ability to perform the essential functions of the job I seek, I may ask the Mines Golf Club to attempt to make a reasonable accommodation for it. I must let the Mines Golf Club know of my need for accommodation as soon as possible.

I give my consent for the Mines Golf Club through an authorized testing service of its choice, to collect blood, urine, hair, or saliva samples from me and to conduct any other necessary medical tests to determine the presence of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test results and other relevant medical information to authorized management for appropriate review. If I am accepted for employment by the Mines Golf Club, I consent to be tested in the above manner during my employment when, in the Company's judgment, such testing is appropriate, and I acknowledge that remaining free of illegal drug and alcohol use and complying with the Company's substance abuse policy is a condition of my employment.

I understand that all employees of the Mines Golf Club are employed on an at will basis and are subject to termination at any time, with or without prior notice, discipline, or warning, for any or no reason. No person other than Managers of the Mines Golf Club have authority to offer employment for any specified period or to make any different agreement. No such agreement by the Managers will be enforceable unless it is in writing, pertains specifically to me, and is signed by the Managers. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of the Mines Golf Club and to work the hours, days, and shifts (either day or night) scheduled by the management of the department where I am employed.

Signature: _____ Date: _____