



Job opening

Bistro Front of House Manager

Unique career opportunity to be a part of the team at The Brinton Museum and Bistro, located on the beautiful 620-acre historic Quarter Circle A Ranch in Big Horn, Wyoming. *The Brinton Museum is a multi-faceted institution with a mission to connect the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*



The vision of The Brinton Museum is to expand upon the work of Helen Brinton, who in 1960 established an institution named after her brother Bradford. Helen's intent was to preserve the Quarter Circle A Ranch and the Brinton collection of fine art, furnishings, historic and American Indian artifacts and make them accessible to the public. It was her desire that the institution be a source of education and enjoyment to all visitors, regardless of nationality, race, color or creed.

POSITION SUMMARY: The Bistro Front of House Manager is responsible for working in coordination with the Executive Chef in all aspects of the Brinton Bistro to provide an exceptional dining experience. The Bistro Front of House Manager will maintain a service and leadership philosophy, which serves as a guide for respective staff and emphasizes the importance of quality customer service.

ESSENTIAL DUTIES AND FUNCTIONS:

- Oversees and leads a team of Front of House staff including scheduling, training, and general supervision
- Provides excellent customer service to guests and excellent leadership to their team
- Oversees that all opening and closing duties are done correctly and efficiently; reconciles cash register daily and prepares deposits
- Ensures that cleanliness and maintenance of Bistro are maintained
- Prepares and submits tip reports to accounting
- Works with accounting to ensure the POS system and reporting are correct
- Responsible for inventory for front of house items
- Ensures compliance with health, safety, sanitation and alcohol awareness standards; reports maintenance, hygiene, and hazard issues to the Facility Manager
- Works in conjunction with other departments wherever necessary and maintain good working relationships
- Performs all other related duties as assigned by management. *

WORK SCHEDULE

- Thursday to Monday, 9am to 3pm for lunch/brunch service
- Additional one or two evening event(s) a week (usually Thursdays and/or Sundays)
- Flexible work other time as necessary to complete management responsibilities
- Month of January off

DESIRED EDUCATION AND EXPERIENCE:

- Minimum 2 years of related experience in restaurants, catering and/or events

QUALIFICATIONS AND SKILLS:

- Excellent interpersonal and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Personable, organized, and capable leader who can effectively manage a team
- Team-building skills with a collaborative management style
- Superior organizational skills

COMPENSATION AND BENEFITS:

- \$15/hour base wage, plus gratuities (gratuities averaged \$14.75/hour in the 2021 season)
- Employee discount to Bistro and Museum Store

***Qualified candidates please email cover letter and resume to
receptionist@thebrintonmuseum.org***

For questions regarding the position please contact Kendra Heimbeck at 307-763-5928

To learn more about The Brinton Museum go to thebrintonmuseum.org