



## Job opening: Bistro Front of House Manager

***The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle Ranch, Fine Art, and American Indian Art Collections.***



**POSITION SUMMARY:** The Bistro Front of House Manager is responsible for working in coordination with the Bistro and Catering Service Manager 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. \*

*\* These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

### **WORK SCHEDULE**

- Thursday to Monday, 9am – 4pm for lunch/brunch service
- Potential for additional shifts for one or two evening event(s) a week (usually Fridays and/or Saturdays)

### **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:**

- \$17.00-\$18.00/hour base wage, plus guaranteed gratuities
- Employee discount to Bistro and Museum Store
- Health Insurance
- 401K plan with matching from employer
- Paid time off

***Qualified candidates please email cover letter and resume to  
recruitment@thebrintonmuseum.org  
To learn more about The Brinton Museum go to thebrintonmuseum.org***