

**POSITION TITLE:** Food & Beverage Manager

**DEPARTMENT:** Restaurant

**PROPERTY:** The Coonamessett

**REPORTS TO:** General Manager

## **WHO WE ARE AND HOW WE GOT HERE:**

Lark Hotels embrace the locations they are in — but in playful, unexpected ways. Think “sense of place” with imagination and a touch of mischief. As a guest at any of our boutique hotels in New England, New York and California, you are invited to experience modern luxury in the heart of iconic destinations. To feel the pull of a nostalgic getaway while surrounded by today’s amenities. To find attentive service when you want it and privacy when you don’t.

In 2008 Lark launched with 3 small properties in New England and has grown steadily in coastal cities and vacation destinations throughout the United States. As a management company, we have re-envisioned tiring properties in order for them to stand out from our competition. We continue to build on the success we’ve provided to our design driven, boutique properties through operational consistency, but with a nod to each property’s individuality. However, what makes us special goes beyond the physical building and the amenities, it comes from inspired people who are ready to create unscripted experiences for each of our guests. What we are and what we will be is based on WHO we are. That’s where you come in.

## **YOUR ROLE:**

If you haven’t heard, the way to a guest’s heart is through their stomach. Therefore, the drinks, meals and moments that are created in Eli’s Restaurant or during an event in one of The Coonamessett’s expansive spaces are critical components of success. Managing the team that welcomes, serves, and feeds our guests needs to be done by a consummate host, an articulate communicator, a hard worker, and someone who is never quite satisfied. There is always room for elevation and training on the nuances of food service. But this must be balanced with a hustle that is second to none, because when a special event is underway, getting out hundreds of plates of food on time and pouring drinks fast enough to keep lines from wrapping around the building is imperative. The right manager knows where to be at the most critical times to alleviate pinch points and ensure it all feels seamless to the diners. A little bit of hotel savvy couldn’t hurt either, as continual interaction with the hotel team is not only helpful, but necessary to do the job.

## THE MUSTS:

- Manage all daily operations within budgeted guidelines and to the highest standards
- Preserve excellent levels of internal and external customer service
- Identify customer needs and respond proactively to all of their concerns
- Lead restaurant and bar team by attracting, recruiting, training and appraising talented personnel
- Establish targets, schedules, policies and procedures
- Provide a two way communication and nurture an ownership environment with emphasis in motivation and teamwork
- Comply with all health and safety regulations
- Report to management regarding sales results and productivity
- Maintaining an “on floor” presence in order to support operations and maximize guest experience
- Manage COG, inventories and weekly reporting of sales/expenses
- Any additional tasks assigned by General Managers or other Lark staff

## THE BASICS:

- Proven restaurant and bar management experience
- Working knowledge of various computer software programs (Google Drive, restaurant management software, POS)
- Ability to spot and resolve problems efficiently
- Mastery in delegating multiple tasks
- Communication and leadership skills
- Up to date with food and beverages trends and best practices
- Ability to manage personnel and meet financial targets
- Guest-oriented and service-minded
- Experience prospecting, planning and executing private events
- Culinary school diploma or degree in food service management or related field
- ServSafe Certified

## DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required or personnel so classified. All persons may be required to perform duties outside of their normal responsibilities from time to time, as needed.

If interested please send cover letter, resume, three (3) professional references, and availability to [Careers@larkhotels.com](mailto:Careers@larkhotels.com).

Start Date April 1, 2021 for training.