



Passionate about craft through community.



Job Title: Pub Manager - Dining Room Focused

Reports to: General Manager

About Beards Brewery:

Beards Brewery is located in the scenic gaslight district of downtown Petoskey, where we operate our small 1bbl (31 gallon) pilot brew house and have a tap room/restaurant open to the public. We additionally have a 15bbl (465 gallon) production brew house in Charlevoix where we keg and can our beers to meet our growing demand at our pub location as well as distribution to bars and restaurants within Michigan.

Job Description:

Here at Beards we are passionate about craft and make as much of our product from scratch as we can. Our Front of the House Manager will oversee all employees and happenings in the dining room. The right candidate must be passionate about guest service and hospitality. We are a high volume and fast paced brewpub, therefore it's crucial that the Front of the House Manager is prepared and excited about working in a fast paced environment.

The Pub Manager with a dining room focus is responsible for everything that happens in the dining room as well as managing the whole pub team during shifts. The ideal candidate must be detail oriented and have an organizational skill set. This person drives the direction of the guest experience and would be accountable for hiring and building the front of the house team. The position has ample room for creativity and system building. If you love spreadsheets, SOPs, interpersonal management AND love food and beer, then this is a position for you.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adhere to the Beards Employee handbook
- Remain up to date on all things Beards
- Report to work on time, every time
- Maintain a clean working environment
- Communicate effectively with all team members
- Cultivate a team oriented environment
- Anything and everything that happens in the dining room is your domain
- Create and upkeep standards in the dining room
- Follow and enforce the health code
- Create and execute training program for dining room staff
- Be part of all dining room interviews and the hiring process
- Reconcile cash drawers
- Ensure all equipment and stations are regularly maintained and cleaned
- Ability to manage lunch and dinner services

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- Work with pub management team on flow of guest experience
- Keep open communication with GM on any issues
- Attend weekly manager meetings
- Maintain clear and effective communication with management team
- Learn kitchen basics in order to manage the whole team on certain shifts

KNOWLEDGE / SKILLS / REQUIREMENTS:

- Must have previous dining room supervising experience
- Ability to be on your feet 8+ hours a day and lift up to 50 lbs
- Willing to put in the necessary hours
- ServSafe Manager certified - or willingness to become certified
- Ability to maintain industry standard labor costs.
- Ability to complete work on deadlines
- Ability to create and maintain organized work areas and workflows.

We are a rapidly growing brewery looking for dedicated people who care about community and craft. We strive to provide approachable craft experiences born from quality beer throughout everything we do. If that sounds like you, and you align with the skills and duties above, please download an application at www.beardsbrewery.com on the careers page, and submit via email with a resume to management@beardsbrewery.com