

POSITION profile



Position	Henry's Pub Manager
Function	Provide overall management and leadership for Henry's Pub.
Responsibilities	<ul style="list-style-type: none"> • Interview, select, train, supervise, coach and provide corrective action to staff. • Responsible for mid and month-end payroll, annual budget and marketing plan. • Conduct pre-shift and departmental meetings; communicating pertinent information to the staff • Interact positively with customers promoting hotel facilities and services., resolve problems • Provide direct service to guests as needed, including, bartending, serving, bussing tables and general clerical/duties. • Organize in conjunction with Sales any special functions or events. • Ensure par stock levels are maintained and order inventory as needed. • Develop and implement cost saving and profit enhancing measure, • Ensure a safe work environment by maintaining, ensuring adherence to, and promoting various elements of the hotels Health & Safety program and reviewing with associates • Other related duties as necessary.
Qualifications	<ul style="list-style-type: none"> • Ability to supervise staff, including, but not limited to, assignment of duties, evaluating service, coaching and corrective action when necessary. • Budgetary analysis, prepare and analyze data, figures and financial statements. • Knowledge of hotel food and beverage operations. • Strong knowledge of liquor; wines and spirits. • Must possess basic computer skills • Knowledge of food service techniques and cost controls such as manpower, productivity, food cost and other expenses. • Knowledge of provincial and local laws governing equal employment opportunity, human rights, occupational safety & health and labor relations. • Preference will be given to applicants with previous supervisory experience.
Hours of work	As necessary to complete operational and management responsibilities, may include weekends and evenings
Reports to	Hotel General Manager,