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# Example of Dining Room Manager Job Description

Our company is growing rapidly and is looking to fill the role of dining room manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for dining room manager

* The In Room Dining Manager oversees all facets of the Room Service Department and Operations which includes the set-up and break down of all in room dining requests, daily amenity drops, and offsite lunch requests the resort, and will include smaller event food and beverage requests
* We are looking for individuals who have a thorough knowledge of guest service, hotel or resort food and beverage management experience in a 4 or 5 star environment, excellent leadership skills and strong interpersonal skills
* Supervise all restaurant associates, including scheduling, training, accountability to include corrective action, motivating and screening potential associates
* Ability to run requested POS Reports for the GM and F&B Manager to use in analytics of the business
* Manager-on-duty tasks, opening and closing the facility as needed, and be a visible presence on the floor at peak times including nights and weekends
* Ensure special events are executed to standard and actively participate in BEO process to ensure communication, approvals, and implementation
* To control the removing of trays and trolleys form guest rooms and corridor
* To coordinate with Front Service Manager on all room amenities and set up delivery time
* Response to guest requests
* Upsell our products

## Qualifications for dining room manager

* Freestanding restaurant experience necessary or luxury hotel a plus
* Must have excellent organizational, interpersonal and administrative skills and excellent attention to detail
* Administer the operation in such a manner as to bring into effect the superior product and service expected from the outlet
* Have oversight of daily FOH operations (dining room service)
* Knowledge of floor charts, daily menus, POS systems
* Has previous dining room service / hostessing experience ideally in restaurant, country club, or retirement community environment