



Example of Dining Room Manager Job Description

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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 from 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

- 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