



Position: **Manager**
Reports To: **General Manager**

Apply via email to Santa Fe Dining, Inc. Email resumes to justin@santafedining.com and cathe@santafedining.com

Company Overview: Located just off the Santa Fe Plaza and near the state capitol, Rio Chama is a "home away from home" for both locals and visitors alike. Beyond the unassuming entrance on Old Santa Fe Trail, you will find a relaxing atmosphere offering a mix of intimate dining rooms, inviting patios and one of Santa Fe's most popular bars. Rio Chama is a Santa Fe tradition that features innovative, American cuisine with New Mexican influences, serving the best prime rib, burgers and fondue in town. We combine excellent food, wine and spirits with great hospitality and service!

Position Summary: Our managers are emboldened to lead with confidence and positive energy, and nurture a culture that is passionate about customer service. Candidates are expected to manage multiple tasks at once in a diverse and high-paced environment. Priorities are directed toward providing the highest-level guest experience while exhibiting outstanding leadership, guidance, fairness, and fiscal responsibility.

Compensation: This is an exempt, salaried position. Compensation ranges from \$42,000 to \$48,000 annually based on experience

Essential Functions & Responsibilities:

- Ability to communicate clearly and positively to accommodate the dynamic expectations of Santa Fe's local and visiting clientele
- Possess a commitment to excellent customer service both by direct relations with the guest, and oversight of employee training programs
- Insure responsible service of alcoholic beverages and prevent over service with the sole intention of protecting our guests, employees, and community
- Maintain high-level standards of service from the host greeting to the coffee and dessert, including wine knowledge and presentation, familiarity with fine dining steps of service and elegant banquet service, and consistent table touches during all meal periods
- Exhibit skills in all stations in the restaurant including the bar, the kitchen and the dining room
- Maintain professional restaurant image, including superior sanitation and cleanliness controls
- Superior employee relations with the ability to build and maintain a positive work environment founded on teamwork and a customer focus. Concentration on preparedness, fairness, and remaining calm under pressure
- Supervise and coach a staff of up to 50 people in a positive and professional manner
- Assist in recruiting front-of-the-house staff by fielding and evaluating applications, interviewing applicants, and orienting newly hired staff members
- Assist the General Manager in maintaining food & beverage costs, labor expense, inventory controls, and overall restaurant spending.

Qualifications & Characteristics:

- Integrity, honesty and trustworthiness
- Proficiency in the following restaurant functions: food planning and preparation, cocktail and wine execution, personnel management, sanitation, security, comprehensive product knowledge, company policies and procedures

- Computer and technical aptitude with the ability to use Microsoft Office products including Word, Excel and Outlook
- Excellent verbal and written communication skills, including the skills necessary to deal tactfully and professionally with customers, employees, corporate staff and restaurant management
- Impeccable organizational and time management skills
- Ability to assist in the promotion of the restaurant through word-of-mouth transmission, inventiveness of creative avenues and social media acumen
- Ability to analyze and react to profit and loss statements

Working Conditions

- Hours may vary and the Manager must have flexible availability to work nights, weekends, holidays and more than 40 hours a week as necessary
- While performing the responsibilities of this job, the employee is regularly required to stand for long periods, walk, reach with arms and perform repetitive hand and wrist motions. The position also requires bending, twisting, and lifting up to fifty (50) pounds
- Regularly required to handle food and hot beverages and use hazardous equipment

Education & Experience:

- High School diploma or equivalent required
- Minimum of 5 years of experience in direct restaurant management
- Fundamental knowledge of wine evaluation and presentation is preferred
- Appropriate New Mexico Food Safety Manager and Alcohol Server permits within thirty days of hire

Equal Opportunity Employer

This is not intended to be a detailed description of all tasks and job requirements. The job description is subject to change and other duties may be added or assigned at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.