

GDICC COMMON APPLICATION

NAME _____

DATE _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

POSITION SOUGHT: _____ OPERATIONS MANAGER
_____ KITCHEN MANAGER
_____ BAR MANAGER

Please write a summary of the experience you have that qualifies you to hold the position you are seeking. Include references who are familiar with your work and how they might be contacted. Attach any support material you wish to be considered in the application process. Since anyone selected to fill the positions mentioned above could be responsible for handling cash as well as obligating funds in the name of the GDICC such individuals should be able to document their experience in handling such financial responsibilities and be able to be bonded.

Roles and Responsibilities

Operations Manager is responsible for day to day operations of the hall. Responsible for monthly reports to the BOD on hall operations. Responsible for leasing the banquet room to members and non-members with the proper paperwork and keeping records on leasing efforts. Responsible for collecting inventory reports from Bar and Kitchen manager and ordering all supplies including food and alcohol. Responsible for hiring contractors for cleaning, pest control, repairs, etc. for hall and reporting same to BOD monthly.

Bar Manager is responsible for overall profitability of the bar. Must ensure that all bar personnel conduct themselves in a courteous and professional manner and dress professionally. Responsible of hiring, training and firing of all bar personnel. Responsible for inventory and reporting stock needed to OM for ordering. Responsible for generating and reporting all bar finances to the OM at least once a week. The Bar Manager will assist the OM in the creation and implementation of any special business increasing functions. The Bar Manager will assist the OM in determining drink menu and price.

Kitchen Manager will be responsible for overall profitability of the kitchen. Must also ensure all kitchen personnel conduct themselves in a courteous and professional manner. The KM has the responsibility of hiring, training and firing of all kitchen personnel. Responsible for reporting inventory and informing OM of stock needed. The KM will generate and report all kitchen finances to the OM at least once a week. The KM will assist the OM in creating and implementing any business increasing functions. The KM will assist the OM in setting a menu and pricing for same as well as determining the operating hours of the kitchen.