



RESTAURANT MANAGER | full time |

Nestled high on a hill overlooking 38-acres of breathtaking Vermont scenery, Edson Hill is a 22 room full-service luxury inn and restaurant. Guests experience the serenity of a secluded retreat where they can feel a million miles away – along with easy access to endless local attractions in every season. The hospitality that we offer is warm, genuine and personalized with a commitment to exceptional service.

We are looking for an Assistant Restaurant Manager who has a collaborative spirit with a strong understanding of how that leads to a united, whole-house outlook. Our ideal candidate is approachable and kind; committed to treating all co-workers with respect while creating a joyful, supportive and inspired work environment and who recognizes that our people are the heart of our success. You must be organized, committed to excellence, calm under pressure, passionate about what you do, and be able to laugh with the rest of us when things go sideways.

DUTIES & RESPONSIBILITIES:

- ❑ Lead a dedicated and engaged team with a high degree of partnership, open communication, trust, and solution-oriented thinking. Recruit, hire, train, guide, and coach a team of hospitality hearted professionals that are constantly learning while delivering exceptional service and positive guest experiences.
- ❑ Responsible for the ongoing development of the FOH team so that each member excels at their job, succeeds in their role, and is working from a clear job description.
- ❑ Work closely with our Chef and Senior Management to promote our mission and vision and develop the brand for Edson Hill's Food and Beverage Program.
- ❑ Manage labor costs for the front of house team.
- ❑ Curate our cocktail, beer and wine lists to cost-effectively complement our Chef's seasonal menus.
- ❑ Manage our Bar/Tavern by overseeing inventories, ordering, liquor costs, special events and promotions.
- ❑ Manage the Dining Room: perform host duties (closely monitoring flow in both Dining Room and Tavern), oversee communication between the front and back of house, coordinate dinner reservations on Resy, assist with wine service, guarantee the Edson Hill guest experience through proactively resolving difficult situations in both the Dining Room and back of house. Be polite and confident in challenging situations while maintaining patience, understanding and the true spirit of Edson Hill hospitality.
- ❑ Hold nightly pre-shift meetings with Front of House (FOH) staff to discuss reviews, guest feedback, dinner specials, hold trainings and tastings, review weekly sales reports, etc.
- ❑ Oversee menu design, inventory and printing.

- ❑ Manage Edson Hill Events that replace normal dining operations in collaboration with the Dining Room Supervisor, Executive Chef and Event Manager. This includes: costing out menus, wine selections, wedding tastings, etc.
- ❑ Responsibility for the success of our Breakfast Program through training, staff management, menu design, etc. The Restaurant Manager will be expected to be on site periodically for regular breakfast service and always for Wedding Brunches.
- ❑ Join the management team for weekly Manager's Meetings.
- ❑ Gain proficiency in the use, management and training on the Ordyx POS System and Resy.
- ❑ Schedule monthly meetings with Executive Chef and GM to review sales reports, labor costs and P&L Statements.
- ❑ Ensure compliance with licensing, hygiene and health codes.
- ❑ Hold monthly one to one meetings with each member of the FOH team to address engagement, professional development, etc.
- ❑ All other duties as assigned by Edson Hill Management

REQUIREMENTS:

- ❑ Previous experience in a restaurant management role is required.
- ❑ Strong leadership skills with the ability to motivate and manage a diverse team.
- ❑ Excellent communication and interpersonal skills.
- ❑ Knowledge of food safety regulations and best practices.
- ❑ Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
- ❑ Flexibility to work evenings, weekends, and holidays as needed.
- ❑ Proficient in using restaurant management software or POS systems.

Edson Hill is a beloved setting for both staff and guests alike. Our employees take pride not only in their work, but in the beauty of the property and the personalized experiences we strive to offer our guests. We are looking for someone with similar passion and work ethic to join our team! At Edson Hill, our goal is to provide an environment where you are working with great, talented people, have an opportunity to make a solid living, and to advance in your career path.

Job Type: Full-time

Salary: From \$55,000.00 per year

Benefits:

- Employee discount
- Health insurance
- Paid time off
- Paid training
- Vision insurance

Experience level:

- fine dining restaurant management: 3 years (Required)

Restaurant type:

- Fine dining restaurant

Shift:

- Evening shift

Weekly day range:

- Weekends as needed

Work Location: In person