



Position Description – Restaurant Manager

Essential Purpose & Duties

To provide gracious hospitality and guidance through a memorable dining/drinking experience at BottleTaps for all guests of the taproom.

To manage labor, COGS, sales, and financials of the business. To maintain and improve upon all service standards, SOPs, and general operations of the restaurant on a daily basis.

To effectively utilize the tools and resources provided to guide the Bottletaps team on a path of consistent success.

To act as an ambassador of the taproom, to the community of Pleasanton, and the Tri-Valley area.

To consistently improve and refine the skillset and knowledge of all resources, equipment, and product pertaining to the position.

Take proper care of specific guest requests and accommodate them to the best of the taproom's ability while understanding restrictions set forth in the service guidebook.

To effectively manage all front-of-house (FOH) staff on a daily basis to insure financial and service goals are met.

Job Knowledge & Education Requirements

- 5+ years of restaurant management experience or equivalent.
- High school diploma required, Bachelor's degree preferred.
- Proven leadership traits.
- Flexible schedule with ability to work 50+ hour work weeks, including nights, weekends and holidays.
- Strong interpersonal, organizational & communication skills.
- A passion for food, beer, wine, and the hospitality industry.
- Ability to contribute to a wide variety of management tasks & operations beyond the taproom; including marketing, private party organization, community outreach, staff recognition programs, staff education programs, and much more.
- Proficient with Microsoft Excel; proficient with standard POS and CRM systems (specifically Revel is a plus)
- Ability to pair foods with appropriate fermented beverages.

Extra consideration to those who possess:

- Strong beer & wine knowledge. Sommelier a plus, Cicerone strongly preferred. Cicerone training will be required after hire.



- Prior Gastro-Pub experience.
- Experience with new restaurant openings.
- Previous experience with small plates.
- Efficiency with Google programs (Gmail, Docs, Calendar, Drive, Sheets).

Skills & Aptitudes

- Detail orientated.
- Personable with strong communication skills.
- Guest recognition and remembrance is a plus.
- Well-groomed and professionally presentable.
- Familiarity with most beer styles and ability to describe them.
- Organized and efficient with all aspects of working operations.
- High quality professional standards for service and execution of all work-related tasks.
- Problem solving and team first mentality.
- Courteous and respectful to all guests and fellow staff members.
- Ability to stay on feet for entire shift (5-8) hours.
- Ability to handle drink trays and hot food plates in an effective and timely manner.