

American Legion Post 141 Club Manager Resumes Accepted until June 30th , 2022

Interested applicants **must provide a resume with job experience, education and training related to the position.**

Resume with responses to the three topics below should be hand delivered to the bartender on duty at American Legion Post 141 in a sealed envelope and must be received by June 30th , 2022.

Questions regarding this position may be addressed to Beverly Conatser, President, Howell Veterans Organization, Inc., (734)223-7969 or via email at bconatser1962@gmail.com.

Additionally, applicants should respond in writing to the following:

1. Knowledge and experience related to accounting principles and related software (i.e., Quick Books, Quicken, Zoho Books, Zip Books).
2. Describe Supervisory Experience and Training.
3. Knowledge of computer software programs (Microsoft Office—Word, Excel, Publisher, Outlook, and specifically software programs related to point of sale (POS) i.e., Upserve, Toast, Lightspeed, Touch Bistro, etc.

Note: Applicant must be eligible and become a member of one of the veteran service organizations (VSOs) i.e., American Legion, American Legion Auxiliary, Sons of the American Legion, Marine Corps League, American Veterans, Vietnam Veterans of America, Disabled American Veterans, and/or Daughters of the American Revolution.

Job Title: Club Manager - American Legion Post # 141 Devereaux, Howell

Reports To: Post Commander

General Description:

The main responsibility of the Club Manager is to provide exceptional service to the membership and guests by managing all aspects of the club to include but not limited to: management of bar staff, wait staff, kitchen staff, physical aspects of the bar, kitchen, club room, rentals, and special events in a friendly, professional and courteous

manner. Neat, professional personal appearance at all times is imperative. The Club Manager is responsible for enforcing an environment which demonstrates respect and responsibility and assures the above listed areas are in compliance to local and state laws & regulations.

Duties and Responsibilities:

The following compilation of items is a baseline list. It is as inclusive as possible at a point in time but not limited in scope to only the mentioned items. It is a living document and can be revised by the executive board and can include recommendations from the HVO (Howell Veterans Organization) on an ongoing basis following the normal American Legion Rules of implementation.

- Issues Financial Reports to the Post Commander and Treasurer on a monthly basis
- Communicates member issues that may or may not warrant repercussions to the Post Commander and the HVO/ Post Commander in a timely manner
- Manages all banking for the American Legion to include, but not limited to the following:
 - o Daily reconciliation of POS (Point of Service System)
 - o Donations
 - o Membership Dues
 - o Hall Rentals
 - o Vendor payments
 - o EFT set up
 - o Debit Card Use
- Manages all set up, reporting, trouble shooting, and liaison for POS
- Works with Accountant to provide information and assistance with all tax filings
- Responsible for Payroll
 - o Completes employee cards with totals to include Hours Worked and Tip earnings for the pay period
 - o Enters new employee information and direct deposit information if applicable, enters bi-weekly timecard entry into payroll system, prints and delivers checks for non-direct deposit employees
- Asks direction when needed to the Post Commander, Executive Board and or the HVO as needed
- Schedules Personnel for all shifts and event /functions
- Knows and promotes proper Club Operations
- Upholds HVO disciplinary decisions regarding members, and guests
- Responsible for hiring all employees
- Works with all organizations under the HVO, and is involved in the final plans/details of all events to ensure they follow state laws and only involve volunteers in good standing, and has the appropriate staffing
- Tracks and orders all Food, Wine, Beer, Liquor, Dry Goods, and Supplies necessary to run a successful club
- Orders & Receives all food, beer, liquor, wine & supplies

- Oversees Hall Rentals
- Manages the Health Department Visits and Follows up on any cited issues to ensure they are resolved and remain in good standing
- Serv-Safe Certification Required
- Interfaces with Building Officer on any maintenance issues and when directed schedules contractors/vendors to resolve them (to include direction from the Post Commander)
- Interfaces with Finance Officer to ensure appropriate paperwork and profits from all events are obtained and understood, and reports profits from money making activities
- Oversees the kitchen, office equipment and interfaces with the Building Officer on required preventative maintenance and testing requirements for Building and major equipment
- Responsible for all vendor relationships in coordination with the Building Officer where applicable
- Responsible for overseeing Club Janitorial Services and Oil Changes for Fryers
- Tracks & orders flags as required
- Ensures proper licenses are in place and are displayed properly
- Ensures proper insurance is in place
- Ensures staff count is adequate for current needs
- Responsible for having adequate lunch specials on a timely basis
- Inventory & tracking of bathroom supplies & maintenance
- Schedules, tracks, and interfaces with community service personnel
- Tracks & suggests changes to all menus concerning product & pricing and reviews annually or as needed with the HVO
- Ensures bartenders and wait staff/club staff are properly trained
 - o Ensures bartenders are TIPS certified
- Prepares schedules in a timely manner
- Works with Event Chairperson to ensure proper advertising is in place for events thru local radio, newspapers, front electronic sign, etc.
- Ensures information for the public is on hand including new membership applications for all HVO groups

Physical Demands: This position requires extensive standing periods, utilizing stairs, lifting up to 50 pounds on a frequent basis, and a portion of the position is conducted in an office type setting.