

Aerie 2809

Gig Harbor Eagles Lounge Manager position

Compensation: \$1,700 monthly salary

Job Description: To manage all aspects of the lounge with focus on improved efficiency, profitability, increased revenues and consistency in sales.

Responsibilities:

- Managing bartenders/staff maintaining standards of WA State Liquor and Gambling Laws and Grand Aerie Constitution.
- Ordering and receiving liquor/beer/wine/snacks.
- Work with Trustees to adjust pricing and implement bar policies (including operating hours).
- In charge of gambling including Pull Tabs, 50/50, Queen of Hearts, Joker Poker and Nest Egg drawings.
- Regularly monitor inventory, track purchases and sales, produce monthly lounge profitability report.
- Provide banks for the daily operation of the bar and social rooms. This will include lounge registers, pull tabs, meal banks and special occasions.
- Work with the Club Manager and Kitchen Manager to purchase all merchandise for the social rooms, and all other supplies.
- Other duties as assigned

The Lounge manager will focus all efforts on making the Eagles lounge and dance floor area a place that services members of all age groups. The manager will use a balanced approach with equal focus on improving efficiency/cost controls and developing new ways to entertain members/grow sales.

Note: Lounge Manager is permitted to hold other paid positions at the club as long as total hours do not exceed 40 hrs. Except where forbidden by Bylaws or House Rules. It is expected that the Lounge Manager will still work as bartender limited hours per week.

Requirements:

- Must be 21 years or older
- Obtain MAST and food handlers permit
- Experience in the bar/restaurant industry
- Strong organizational and communication skills
- Managerial experience preferred
- Schedule: 20 hours weekly

Vacation:

- Vacation: 1 week paid per year after 1 year of employment

Email resume and cover letter expressing interest to: trustees@gigharboreagles.com