

Dover Elks Lodge 1903
200 Saulsbury Road
Dover DE 19901
(302) 736-1903

LODGE MANAGER

Job Summary: Manages the lodge facilities and functions to provide entertainment for members. Directs activities of the dining room, kitchen workers and crews that maintain buildings, equipment and grounds. Hires and discharges workers with Managing Body approval. Estimate quantities and cost of food, beverages. Ensures adequate supplies are available. Explains necessity of items on budget to Board of Directors and requests approval. Markets the lodge to the public. This position has no set hours and as the Lodge Manager it is exempt from the provisions of the Fair Labor Standards Act.

Duties and Responsibilities

- Will be responsible for booking rentals and special functions for lodge members, officers, committees and guests. Will assist client with the services provided by the lodge.
- Will supervise and coordinate all aspects of these functions to include, but not limited to: menus, amenities and staff requirements, set up/clean up.
- Will remain at all functions until the end and will collect monies owed or assign someone at no cost to the lodge.
- Ensure proper cleanliness and sanitation of all lodge facilities and environments.
- Managing scheduling of bar, utility and banquet support personnel to facilitate successful and positive operations of all normal and special functions.
- Will assist all lodge committees with food, beverages and facility arrangements for staff for set up/clean up/or resetting of the rooms for the next scheduled events. Will work with the managing body to provide members with a variety of popular quality events.
- Responds promptly to and handles all emergencies such as fires, accidents and or breach of security or house rules. Reports all incidents to the Managing Body Chairperson and the Exalted Ruler..
- Responds promptly to any phone calls or communications from any employee or Managing Body member.
- Will attend all Managing Body meetings or when specified by Managing Body chairperson.
- Will convene and preside over meetings with employees to discuss and implement decisions made by the Managing Body Committee.
- Coordinates with the Managing Body Committee to set up menus, specials, holiday functions and programs to provide members with a variety of popular quality events.
- Coordinates with vendors to get the best pricing for the purchases of the lodge to include liquor, food, janitorial and other kitchen related items. Lodge Manager will purchase and maintain an inventory of such items.
- Prepares reports and other support material as requested by the Managing Body.
- Ensures communication with the Managing Body and LOTES on a common communication such as email. All events planned or booked should be posted on the calendar.
- Performs any additional duties to which may be assigned by the Managing Body.
- Manager must maintain a pleasant attitude and the ability to handle situations in professional manner.

- Manager will maintain a professional appearance and dress appropriately.
- While on lodge property, Manager will maintain a professional demeanor both on and off duty.
- Manager is expected to work as many hours as necessary to accomplish tasks.
- Manager will maintain employee files with emergency information and any additional material relevant to their employment such as tax information, job description and responsibilities.
- Manager will conduct semi-annual evaluations with annual reviews conducted thereafter on/or around employment anniversary date. Appropriate recommendations will be made per each review to the Managing Body Committee as required.
- Must be certified through Delaware OABCC and familiar with their rules and regulations to ensure their compliance during lodge operation. Lodge Manager must also obtain the ServSafe Food Manager level certification which will be paid for by the lodge.

Lodge manager must be able to communicate clearly, both verbally and in writing.

- Alcohol may not be consumed while working.

Must have a high School Diploma or equivalent

I, _____ understand that with my signature I have entered into a contract with the Dover Elks Lodge. I have read the job description and the job description has been explained to me.

This contract will remain in effect for one year from date of signing unless unforeseen circumstances require it to be terminated sooner than one year.