

**Job Title: Food & Beverage Manager**

**Reports To: General Manager**

**Job Type: Full-time**

**Pay: \$15 per hour plus gratuity**

**Required experience: Management: 1-2 years**

Job Description:

Responsible for all food & beverage production, sales, and services for the club. Directly supervises the Chef, Catering & Sales Director, and managers of all other outlets such as snack bars, half-way houses, etc. Plans and implements budgets, hires, trains, and supervises subordinates and apply relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

Duties & Responsibilities:

- Works with the General Manager to develop an operating budget for each department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Manages the long-range staffing needs of the department
- Approves the menus proposed by the Head Cook for all outlets and special events.
- Establishes quantity and quality output standards for personnel in all positions within the department.
- Designs and implements a competent sales strategy for Banquet and Tournament business.
- Builds Banquet Event Orders for the Club, ensuring all Banquet information is clearly dispersed to the staff.
- Works directly with the client to design profitable event business for the Club.
- Researches new products and develops an analysis of the cost/profit benefits
- Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality, and price for all purchases
- Maintains an active "on floor" presence in dining rooms and banquet rooms.
- Assures that effective orientation and training for new staff members and professional development activities for experienced staff are planned and implemented.
- Attends management and department head meetings as scheduled.
- Works closely with Head Chef and all kitchen personnel. Provides daily communication to ensure consistent kitchen to front of the house operations.
- Inspects to ensure that all safety, sanitation, energy management, preventative maintenance and other standards are consistently met.
- Assures that all food & beverage staff adheres to club policies and procedures as presented in the handbook.

- Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
- Helps plan and approves the staffing, scheduling, and specifications for all department staff.
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and or local laws pertaining to alcoholic beverages.
- Reviews payroll and revenues daily.
- Greets guests and oversees actual service on a routine, random basis.
- Helps develop wine & beer lists and wine & beer sales promotions.
- Takes monthly inventories: i.e.: food, liquor, wine, china, linen, silverware, glassware, etc.
- Develops ongoing professional development and training programs for food service, bar production and service personnel.
- Approves and books all entertainment for functions and restaurants.
- Maintains employee's files and updates HR in a timely manner including warning forms, termination forms, accident/incident forms, etc.
- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Bartend

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time with or without notice.

Degree/Licenses:

Bachelor's degree in business management or related field and/or two to four years related experience or training; or equivalent combination of education and experience.

Physical Demands:

Frequently stands, walks, tastes, smells, talks, hears, uses hands to finger, handle or feel, reaches with hands, and arms, and carries food trays. Occasionally sits, climbs, and crouches. Frequently lifts to 25 pounds and occasionally lifts to 50 pounds.