



JOB DESCRIPTION

TITLE: Food and Beverage Manager

REPORTS TO: Food and Beverage Director

ESSENTIAL FUNCTION: This position consists of leading the Food and Beverage service staff in providing a friendly, inviting, and quality dining experience to members and their guests. This position serves as a support role to the Food & Beverage Director.

A la Carte serves breakfast, lunch and Dinner Monday -Sunday and can average 100+ covers daily for all meal periods. We consistently book banquet Events throughout the season.

This is a seasonal, full-time, salaried position. Managers must have a flexible schedule and be available nights, weekends and holidays. Compensation will be discussed during the interview process.

DUTIES AND RESPONSIBILITIES:

- Serve as a representative of the Club, displaying courtesy, tact, consideration, and discretion in all interactions with other staff, management, members and guests.
- Cultivate a positive, productive work environment through communication, effective and positive conflict resolution skills, vision, teamwork, and commitment.
- Be present on the floor during peak business hours and work the circle to ensure all services standards are met or exceeded.
- Perform duties in accordance with Club policies and procedures as they apply to the F&B Department.
- Must possess complete knowledge of all menu items, wine list, and available bar drinks.
- Assist in the service of members/guests when necessary. This service includes, but is not limited to: taking cocktail/beverage and food orders; assisting Bartender, getting wines to present and serve; act as a Back-waiter; assisting in reset of tables.
- Monitor reservations for a la carte service-meet, greet, seat, and controls business volume in order to control the flow to the kitchen.
- Advanced knowledge of food and wine pairings, making food recommendations, and answer any questions.
- Review the Banquet Event Orders (BEO's) board on a daily basis.
- Assists in the direction, planning, and facilitating of special club functions, tournaments, parties, etc. as needed and directed by the Catering and Events Manager.
- Assist with the Cellar Club and retail wine sales with the expectation of running the program.
- Oversee staff breaks, meal periods, and report violations to the F&B Director.
- Collaborate with the F&B Director regarding budgeted hours vs. changes in business levels.
- Conduct daily pre/post-shift meetings with F&B Department.
- Oversee opening/closing side work for Servers, Bussers, Expeditors and Bartenders.
- Conducts daily food ticket audits and ensure no chit errors.

- Complete knowledge of all Jonas POS functions and training.
- Assist F&B Director in the development and presentation of all food service training programs (i.e. product knowledge, service techniques, member recognition, personal hygiene and appearance, decorum and professionalism, positive attitudes, teamwork, single topic training sessions).
- Document and report any issues or challenges to management.
- Assist with performance reviews and disciplinary procedures in a timely manner.
- Initiate and maintain a high level of verbal/written communication with the F&B Director and F&B management team to enhance the flow of information regarding all facets of food service.
- Conduct daily walk through of clubhouse service areas and inspect cleanliness, lighting levels, environmental controls, music levels, safety hazards, and maintenance work orders.
- Inspect storage rooms daily and conduct clean up if necessary.
- Assist with monthly inventory management.
- Comply with all Club and state safety standards.
- Must be able to use discretion and keep all issues confidential without exception.
- Complete other duties as assigned.

PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Must be able to remain on your feet for entire shift for up to 10 hours.
- Must be able to lift up to 50 lbs including furniture and heavy trays.
- Ability to bend, kneel, squat, or sit for intermittent periods.
- Repetitive movement of arm at shoulder for intermittent periods.
- Repetitive movement of both hands for intermittent periods.
- Pushing/Pulling up to 10 lbs.
- Ability to twist neck for intermittent periods.

QUALIFICATIONS:

- Bachelor's degree in related field preferred.
- Prior hospitality management experience of 3 years or more.
- Current Riverside County Food Handler card.
- Strong verbal/written English composition.
- Strong interpersonal and professional leadership skills and the ability to work effectively with others.
- Excellent attention to detail and follow up.
- Excellent at organizing and prioritizing in a fast paced environment.
- Must be outgoing, friendly, courteous, as well as patient with members, guests and coworkers.
- Operate standard office equipment such as computer, fax, copier, scanner, etc.
- Ideal candidate has computer experience with Microsoft Office and Jonas preferred.
- Must have ability to control and utilize manual dexterity in coordinated manner for such activities as writing, typing, keyboarding and answering phones.
- Due to the nature of the club industry, may be required to work varying schedules to reflect the business needs of the club, including holidays during season as necessary.
- Must have a valid California Driver License.

Interested candidates may submit a resume to Nathan Stremlow, Food and Beverage Director at nstremlow@hideawaygolfclub.com