Food and Beverage Manager

Position Title: Food and Beverage Manager  
Department: F&B

Reports To: General Manager/COO  
FLSA: Exempt

Date Written/Revised: 9/27/2017

POSITION PURPOSE:

Under the general guidance and supervision of the GM/COO and within the limits of Whitford Country Club policies and procedures, supervises and assists in all aspects of the WCC food and beverage operations. Overall has direct responsibility with the day to day banquets, bar and ala carte F&B operations. This position would serve as a vital component of our overall management team focused on the improvement of the overall membership experience here at Whitford.

SUMMARY:

Promotes the Club’s dining facilities for private banquets, business and social meetings and other member/non-member related activities. Develops contracts for and oversees all administrative aspects of preparing events. Works with Club management to assure that all guest’s expectations are met or exceeded. Develops and implements programs, projects and activities designed to increase and retain membership in the club. Represents the Club in its relationships with outside organizations.

Oversees all aspects of Food and Beverage sales. Promotes the club’s membership opportunities to the Membership and their co-workers, associates and friends. Works with the General Manager and Sale Mangers to insure yearly goals are being achieved.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Successful experience in Menu Planning for a la carte, catering, special events, specials, bar drinks and wine lists.

2. The ability to create, market and execute a social activity schedule for a diverse membership.

3. The ability to create special experiences for members spontaneously.

4. The ability to exceed service expectations.

5. Must have initiative to bring ideas to the table instead of being asked.

6. The ability to recruit, train and retain in all staffing areas.
7. Develop solutions to problems on your own.


9. Must have served in a previous leadership role exercising great responsibility.

10. Outstanding written and verbal communication skills

11. Must be able to give and follow clear direction, working as part of the team.

12. Comfortable and professional when interacting with members and guest.

13. Ability to properly maintain records of special events, food covers, etc.


15. Demonstrate leadership skills – previous success in developing employees and dining operations. Will be responsible for staffing including hiring, training, performance reviews, daily supervision, corrective action and terminations.

16. Exemplary computer skills such as Word, Excel, Publisher, Power Point and Clubessential software.

17. Established business/financial acumen as it relates to F&B operations (preparing and adhering to operations budgets, purchasing and maintaining inventory, audit and approve invoicing and managing employee hours.

18. Works well under pressure, organize with his/her task list, demonstrate self-motivation, possess good time management skill and be an active problem solver

19. Have an energetic, enthusiastic and professional demeanor demonstrating personal pride and attention to detail.

20. Be able to work a flexible schedule including weekends, holiday and nights as necessary in order to adapt to the needs of the Club, leading the club by example.

21. Understands the culture of a private club membership and food and beverage industry.

22. In conjunction with the Controller prepares sales projections for the GM/COO’s review.

23. 

QUALIFICATION STANDARDS:

   Education:
Minimum associates degree or and other combination of education, training or experience that provide the required knowledge, skill and abilities.

**Experience:**
Previous experience in Food and Beverage with a private Country Club or resort setting preferred. Knowledge of Clubessentials software is preferred. Excellent communication skill both verbal and written. A creative thinker with the ability to bring new and innovative ideas to Whitford Country Club. High energy with a strong work ethic. Proficient in Microsoft Office application.

**Grooming and Dress Code:**
Must maintain a neat, clean and well-groomed appearance, practicing daily personal hygiene of the highest quality. Must maintain the Club’s dress code and dress appropriately for social functions. Must maintain the highest standards of personal conduct.

**Salary:**
Whitford Country Club will offer a competitive compensation package to include a base salary and bonus plan, we offer complimentary meals, health benefits, 401(k), voluntary insurance, vacation many other wonderful benefits. We offer a safe and fun work environment and we are a drug free employer.

**To Apply** – Please send a cover letter, salary requirements and resume to: Annie Davis, Assistant Controller, adavis@whitfordcc.com