

**A golf and country club located on the border of Montgomery and Bucks County is looking for an assistant food and beverage manager. The manager will assist the team with the overall food and beverage operation.**

Please submit a resume to [fandbmgr2024@gmail.com](mailto:fandbmgr2024@gmail.com)

## **JOB TITLE: The Assistant Food and Beverage MANAGER**

**Reports to:** Food and Beverage Director

**Supervises:** Dining Room, Restaurant and Bqt Staff

**Classification:**

### **Education and/or Experience**

- High school diploma or GED required.
- A four-year college degree in Hospitality is preferred.
- Two years of bqt and dining room supervisory experience in private club.

### **Job Knowledge, Core Competencies and Expectations**

- Responsible for management of bqt and dining room services in the main clubhouse.
- Maintains a high level of member contact throughout service hours.
- Knowledge of and ability to perform required role during emergency situations.

### **Job Summary (Essential Functions)**

Responsible for management of dining room service in the manner of most pleasing to the members and their guests. Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining spaces. Ensures timeliness of food service Supervise and train service staff; manage with budgetary restraints; develop/implement programs to increase revenues, repeat business and higher check averages.

### **Job Tasks/Duties**

- Ensure a professional attitude and proper business attire when on property, ready to meet or service a client at any time.
- Maintains appearance, upkeep and cleanliness of all food outlets equipment and facilities
- Addresses member and guest complaints and advises the Directory of Food and Beverage and Chef about what is the appropriate corrective action.
- Schedules personnel and plans set-up based upon anticipated member guest counts.
- Maintains the dining room reservation system.
  
- Designs floor plans according to reservations.
- Assists with seating of members and guests.
- Takes reservations, checks table reservation schedules and maintains reservations log.
- Greets all members and guest in a positive and upbeat fashion.
- Assures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Develops and implements an on-going marketing program to increase dining room business
- Manages long term staffing needs of the restaurants.
  
- Hires, trains, supervises, schedules and evaluates service staff.
  - Inspects dining room employees to ensure that they are in proper and clean uniforms at all times.
  - Establishes quantity and quality output standards for personnel in all positions within the restaurant.
  - Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
  - Supervises and evaluates dining room staff in accordance to club policy and procedure
  - Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and local laws pertaining to alcoholic beverages.
  - Ensure all service staff have RAMP certification.
  - Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.

- Directs pre-meal meeting with service personnel. Relays information and policy changes and briefs personnel of any changes.
- Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
- Able to lead staff through all service types such as American, French and Buffet.
- Makes suggestions about improvements in service procedures and layout.
- Trains staff on all aspects of the POS system.
  
- Maintains and submits personnel records,
  - including time keeping approval,
  - verbal and written warnings
  - Annual employee review
  - New hire and termination paperwork
- Confirms time, attendance and hours worked and approves weekly departmental payroll prior to submitting it to the Accounting.
  - Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Assures that the dining room and other club areas are secure at the end of the business day.
- Helps Maintain an inventory of dining room items including silverware, coffee pots, water pitchers, glassware, flatware and china, salt and pepper holders, sugar bowls and linen and ensures that they are properly stored and accounted for.
- Develops on-going professional development and training programs for service and bar production service personnel.
- Monitors service labor and supplies budget; makes adjustments to achieve financial goals.
- Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and to control costs.
- Assists in service and tableside cookery, as needed.
- Makes suggestions about improvements in dining room service procedures and layout
- Attends scheduled staff meetings.
- May serve as club's opening and closing manager or manager on duty.
- Performs other appropriate assignments and projects as required by the Food and Beverage Director.

**Licenses and Special Permits**

- Alcoholic beverage certification. RAMP
- Food safety certification.

**Physical Demands and Work Environment:**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

Blind Ad

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