



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
FOOD AND BEVERAGE MANAGER
Baltimore Country Club
Baltimore, MD

Baltimore Country Club, located in Baltimore, Maryland is seeking an experienced hospitality, food and beverage management professional to join their team as its new Food & Beverage Manager.

POSITION OVERVIEW

The Food and Beverage Manager is responsible for managing and providing service during a la carte dining, assisting in managing beverage inventories, and providing administrative support for the department. Responsibilities include scheduling, leading, and supporting the food and beverage service staff during a la carte shifts, providing administrative support for the food and beverage service department, coordinating activities with the accounting and culinary services departments, assisting staff members with uniforms, timecards, and training and providing any other assistance as needed, all while ensuring the member experience is exceptional.

JOB SUMMARY: ESSENTIAL FUNCTIONS

Responsibilities for scheduling, leading, and supporting the food and beverage service staff members during dining service:

- Checking the staffing schedule to ensure that staffing levels are sufficient based on reservations scheduled for the day and making adjustments as needed, following up to ensure scheduled staff report on time to work.
- Ensuring the dining rooms are set up and ready for dining, including table arrangements are correct and set up, computer systems are operational and correct menus are in the system.
- Posting the side work for the Food & Beverage Staff Members on duty and ensuring the work is completed.
- Monitoring the dining room, checking with Staff Members, members, and guests and addressing any concerns either independently or by involving others, and notifying senior leadership of any major issues.
- Coordinating with the culinary team on the timing of food items to be served.
- Providing assistance wherever needed to ensure members/guests have a pleasant experience visiting the Club, including making contact with all tables to ensure service was exceptional.
- Collecting/completing the necessary reports and submitting the reports to accounting services or entering the information into the Club's management system.
- Ensuring and helping to reset the dining rooms for the next dining service.
- Responsibilities for providing administrative support for the food and beverage service department include:
- Updating the Club's management system with information services so the system reflects the current menu and pricing.
- Entering job classifications for food and beverage staff members based on scheduled duties.
- Coordinating any timecard changes to reflect actual work assignments, such as bartender, server, or server assistant to ensure proper pay.
- Attending meetings as required and taking and sending out minutes as assigned.
- Performing any additional duties as necessary to ensure that members/guests have a pleasant and enjoyable experience visiting the Club.

BACKGROUND, EXPERIENCE, JOB KNOWLEDGE AND EXPECTATIONS

- Degree in Hospitality or equivalent degree, certification or related experience.
- 2 - 4 years of relevant club/hospitality experience.
- A working knowledge of food & beverage service and an understanding of culinary arts.



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- Responsible for management of dining room service.
- Maintains a high level of member contact throughout service hours.
- Knowledge of and ability to perform required role during emergency situations.
- Strong interpersonal skills, be personable and enthusiastic and have the ability to effectively work as a leader and team member and communicate effectively both orally and in writing.
- Computer literacy in Microsoft Office, POS systems and basic software programs related to reservations and inventory control.
- Alcoholic beverage certification.
- Food safety certification.

PHYSICAL REQUIREMENTS, WORKING CONDITIONS, AND OTHER FACTORS

- Lift and carry trays of food and dishes overhead that may weigh up to 20 lbs.
- Bend, squat, kneel, climb and reach on a daily basis.
- Stand, walk and occasionally walk at a fast pace for periods of time.
- Willing and able to work outside in extreme weather conditions.
- Work all days of the week including weekends and holidays.
- Work a schedule that may require you to begin work early in the day or work late into the evening.

REPORTS TO

- Director of Food & Beverage

DIRECT REPORTS

- No direct reports, however, all service staff reports to Food & Beverage Managers

THE CLUB OFFERS

Salary will be offered at \$55,000-\$65,000. The Club offers an excellent bonus and benefits, including:

- 3 Medical Plans
- Vision and Dental
- 401K, with 4.5% employer match
- Education allowance
- Employee meals
- Annual & Holiday bonus

CLUB OVERVIEW

The USGA lists Baltimore Country Club as one of the first 100 clubs established in the United States. Today the Club is nearly 3,300 members strong. It is widely recognized as one of the top 50 country clubs in the nation and the top 100 in the world. In 2013, LINKS magazine named Baltimore Country Club as one of the 100 Most Prestigious Clubs in the World. BCC is one of only twelve clubs nationwide to operate on two campuses.

Culture - This person should be able to embrace and embody the BCC culture centered around the CORE FOUR:

1. Do What is Right, Not What is Easy
 - a. Take Ownership and Be Accountable
2. Empowerment Through Opportunity
 - a. Be Impactful with your Actions
3. Build Genuine Relationships
 - a. Engage, Be Present, Passionate, and Empathetic



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4. Be Extraordinary
 - a. Going Beyond Expectations is Our Standard

...and engage in the C.A.R.E. culture:

- CREATE a genuine approach to hospitality
- ACHIEVE budgeted goals
- RESPECT and dignity for all
- EXCEPTIONAL experiences at all times

CLUB DETAILS

- 3,300+ Membership Size
- Waitlist for Golf and Social membership
- \$75k (top tier) Initiation Fee
- \$20k Annual Dues (including golf)
- \$14.6M Annual Dues volume
- \$27M Total Gross Revenue
- \$8.7M F&B budgeted 2023
- 180 (FTE) out-of-season employees; 400+ (FTE) in-season employees
- 12 Board of Directors
- 18 Standing Committees, including Golf, Greens, Social, House, Legal and Bylaws, Membership and Rules, Finance, Facilities, Food & Beverage
- Website: <http://www.bcc1898.com>

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