



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
Alamance Country Club
Burlington, NC

Alamance Country Club, located in Burlington, North Carolina, is searching for a dynamic leader to join their team as a Food and Beverage Manager. This role offers a fantastic opportunity to work in a vibrant setting that focuses on delivering exceptional dining experiences to members and guests. The ideal candidate will have a strong food and beverage supervisory background, a passion for hospitality, and the ability to lead and inspire a team.

POSITION OVERVIEW

Assure a high standard of appearance, hospitality, and service in personnel and cleanliness of dining room and event spaces. Ensures timeliness of food service. Supervise and train service staff. Manage within budgetary restraints. Develop and implement programs to increase revenues through repeat business and higher check averages.

JOB SUMMARY

- Plans dining and event room set-up based on anticipated guest counts, BEOs, and member needs.
- Takes reservations, checks table reservation schedules, and maintains reservations log.
- Greets and seats members and guests with the host.
- Inspect service staff to ensure they are always in proper and clean uniforms.
- Hires, trains, supervises, schedules, and evaluates service staff with the Food and Beverage Director.
- Produces daily or meal-period revenue analyses and other reports from point-of-sale (POS) systems used in the dining room.
- Performs daily POS closeout and tip distribution requirements (if applicable). Verifies proper distribution of employee tips and hours and submits to the Accounting Office.
- Provide appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Receives and resolves complaints concerning dining room service.
- Serves as liaison between the dining room and kitchen staff.
- Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
- Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
- 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.
- Makes suggestions about improvements in dining room service procedures and layout.
- Trains staff in all aspects of the POS system.
- Assures that the dining room and other club areas are secure at the end of the business day.
- Maintains 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.
- Develop and implement an ongoing marketing program to increase dining room business.
- Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and control costs.
- Attends scheduled staff meetings.
- Assists in developing the operating budget for dining service responsibilities.
- May serve as the Club's opening and closing manager or manager on duty.



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- Works with Chef de Cuisine to update, review, and print weekly menu changes.
- Assists in developing wine lists and beverage promotions.
- Assists in monthly beverage inventory.
- Assures that local and state laws and the club's policies and procedures for serving alcoholic beverages are consistently followed.
- Performs other appropriate assignments and projects as required by the Food and Beverage Director.

JOB KNOWLEDGE/CORE COMPETENCIES AND EXPECTATIONS

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

PHYSICAL DEMANDS

- 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 a hot, humid, and noisy environment.

EDUCATION/EXPERIENCE

- High School Diploma or GED required.
- A four-year college degree in Hospitality is preferred.
- Three years of supervisory experience in a private club/high-end resort or restaurant.

REPORTS TO

- Food and Beverage Director

DIRECT REPORTS

- Dining Room Staff
- Banquet Staff

THE CLUB OFFERS

Salary will be offered at \$50,000.00 annually.

- Clothing or Education allowance of \$1,000
- Cell phone stipend of \$40/month
- CMAA National and Chapter Dues
- Health, Dental, Vision, Life, Short Term Disability, and supplemental insurance plan participation after 90 days of employment
- 401(k)- 21 years old and one year of employment to be eligible.
 - 3% automatic contribution
 - \$.25 match per dollar, up to 6% of earnings
- Paid Time Off- One week after six months, two weeks after one year, three weeks after five years



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CLUB OVERVIEW

Since its establishment in 1946, Alamance Country Club has become one of the most desirable private country clubs in the North Carolina Triad Region. The Club is owned by its members, governed by an elected board, and managed by a certified professional staff. The Club has several committees that ensure that the facility is operated in a manner that promotes a strong member-management relationship.

Alamance Country Club provides members with a multitude of first-class golf, tennis, fitness, dining, and swimming amenities:

- Our 18-hole championship golf course, designed by Donald Ross, provides a unique challenge for advanced and novice golfers alike.
- Six tennis courts (3 clay/3 hard court) and four pickle ball courts, all are lit and well utilized.
- Basketball court with adjustable goals and playground are both available year-round.
- The fitness center is outfitted with state-of-the-art fitness equipment and knowledgeable staff to ensure the optimal exercise experience.
- The recently renovated dining room offers an elegant and casual atmosphere for family or professional affairs with attentive, personalized service.
- Book one of the spacious meeting and banquet rooms to host anything from an intimate gathering to an extravagant wedding reception.
- From Memorial Day to Labor Day, members enjoy a relaxing day by the pool with outdoor dining, slides, diving boards, and 25-yard lap lanes for those serious swimming.

Alamance Country Club offers a full-service Food and Beverage department, which is the heart of their dining and social functions. Their dedicated, professional, and friendly staff will always do everything possible to ensure that the experience is both pleasurable and memorable.

CLUB DETAILS

- 500 Members
- \$5.7m Total Gross Revenue
- \$1.6m F&B Revenue
- 125 Peak season staff
- Website: <https://www.alamancecountryclub.com/>

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