



## Clubhouse Food & Beverage Manger

### Overview

As we grow, we are looking for a qualified, trustworthy, professional and experienced Clubhouse Food & Beverage Manager. Candidates should be patient, approachable and embody a positive outlook. The ideal candidate is someone who is passionate about food and customer service and shows professionalism through their actions and appearance. They are a problem solver with strong work ethic and leadership skills. The Clubhouse Food & Beverage Manager understands that customer satisfaction always takes priority and that efficient restaurant operations make it possible. They will possess great communication skills, both verbal and written.

The Food and Beverage Manager will serve as main contact for The Clubhouse Bar & Grille as well as the Summerhaus poolside eatery during our summer months. Innsbrook needs an organized, driven, experienced leader to join the team. The ideal candidate should hold the resort's growth and success as their top priority.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Increase levels of food service quality and enhance overall ambiance of member dining experiences.
- Helps plan and approves internal marketing promotion activities for the food and beverage department.
- Manages the staffing needs of the department.
- Manages the overall operation of the Clubhouse and Summerhaus.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Establishes quantity and quality output standards for personnel in all positions within the department.
- Develops and implements policies and procedures for food and beverage departments.
- Assists in planning and implementing procedures for special events and banquet functions.
- Greets guests and oversees actual service on a routine, random basis.
- Helps develop wine lists and bottle/glass wine sales promotion programs.
- Addresses member and guest complaints and advises the Director of Hospitality about appropriate corrective actions taken.

- Develops new and innovative ways in which to stimulate guest activities and participation in Clubhouse events.
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Approves all product invoices before submitting to the accounting department.
- Maintains records of special events, counts, food covers and daily business volumes.
- Works with other department heads on special projects.

## **OTHER SKILLS & ABILITIES**

- Ability to interact positively with supervisor, management, co-workers, property owners and the public to promote a team effort and maintain a positive and professional approach.
- Ability to seek out new and innovative ways to meet and respond to the needs and demands of an ever-changing, diverse department.
- Ability to come to work regularly and on time, to follow directions, to take constructive criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors and guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

A minimum of 10 years related experience in a high-volume facility (restaurant, resort or club) required. 4+ year college degree preferred, but professional experience is of more importance.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to vendors/suppliers, guests, co-workers and leadership.

## **COMPUTER SKILLS**

Proficient in Outlook and internet applications. Working knowledge of word processing and spreadsheet applications.

## **REQUIREMENTS**

- A minimum of 10 years related experience in a high-volume facility (restaurant, resort or club) required. 4+ year college degree preferred, but professional experience is of more importance.
- Must be able to take direction and delegate responsibilities
- Able to work in a fast-paced environment.
- Familiar with industry's best practices.
- Must be able to work flexible hours including nights, evenings, weekends and holidays. (Memorial Weekend, Fourth of July and Labor Day Weekend are required.)
- Stand, sit or walk for an extended period of time or for an entire shift.
- Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance
- Experience in planning and implementing events.
- Excellent communication skills.
- Reside in Missouri.
- Staffing and training experience.

**Only experienced applicants will be considered.**

**Please Apply online: <http://www.innsbrook-resort.com/about/employment>**