

## **Assistant Clubhouse Food and Beverage Manager**

Salary position

\$38,000-\$42,000 based on experience

Health care, 401k, golf benefits

The Food and Beverage Manager reports to the Clubhouse Director, to direct and organize the activities of the Food and Beverage departments, including but not limited to the Clubhouse, Kitchen, Banquet Operations, Summerhaus, Country Market and Bars, to maintain high standards of food and beverage quality, service and marketing to maximize profits through outstanding customer service.

### **POSITIONS WHO DIRECTLY REPORT TO THIS POSITION (TITLES):**

- Banquet Servers
- Food Servers
- Counter Servers
- Bartenders
- Bus Staff
- Food Runners

### **STAFFING**

- Hire, train, supervise, schedule, coach and counsel Food & Beverage Associates.
- Ensure that Associates comply with tip-reporting requirements, uniform and service guidelines, and other policies and procedures.
- Responsible for making sure your facility is adequately staffed in all areas.

### **GUEST/FOOD SERVICE**

- Responsible for Guest satisfaction in terms of food and beverage, hospitality and service standards, following proper food handling and safety guidelines.
- Observe Associates engaged in preparing, portioning, and garnishing food to ensure that methods of cooking and garnishing and sizes of portions are as prescribed.
- Develops interesting and balanced food menus and beverage selections on a timely basis that are appropriate and responsive to the local market.
- Ensure entire menu is available daily and hours of operation are adhered to.
- Report all specials and menu changes to marketing.
- Monitor and inspect all food and beverage deliveries.
- Ensure all catered events are adequately staffed and set.
- Assist with golf outings and tournaments.

### **REVENUE & FINANCIAL**

- Maintain daily cash controls, petty cash and financial reporting for department.
- Responsible for the development, implementation and daily follow-up of Innsbrook's food and beverage marketing plan and Sales promotion efforts.

- Meet or exceed sales and profit objectives. Maintain food and liquor costs at or below budget percentages and controllable costs below budget.
- Code all invoices weekly to be turned in to accounting.
- Manage monthly food and beverage inventories.

### **MISCELLANEOUS**

- Provide a safe working environment by ensuring compliance with safety programs, Health Department requirements and job safety analysis.
- Maintain and enforce sanitation laws and safety standards with anyone entering the kitchen area.
- Establish pars for linen, janitorial, dishwasher maintenance etc.
- Inspect food and beverage outlets for proper storage, sanitation, security, neatness and rotation of inventory.

### **SUPPORTIVE FUNCTIONS**

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the company.

- Attend mandatory meetings including divisional meetings, staff meetings, etc.
- Participate in community public relations for Innsbrook.
- Perform general cleaning tasks to adhere to health and safety standards.
- Perform in the capacity of any position supervised.
- Demonstrate positive leadership characteristics which inspire Associates to meet and exceed standards.
- May be required to work in other buildings at Innsbrook.

### **SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY**

The Food and Beverage Director must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Thorough knowledge of food and beverage operations including foods, beverages, supervisory aspects, service techniques, and guest interaction.
- Considerable skill in math, using percentages for food and beverage cost.
- Ability to walk, stand, and/or bend continuously to perform essential job functions.
- Ability to communicate in English, both orally and in writing, with guests and Associates, some of whom will require high levels of patience, tact, and diplomacy to defuse anger and to collect accurate information and to resolve problems.
- Ability to work under pressure and deal with stressful situations during busy periods.
- Ability to access and accurately input information using a moderately complex computer system.

### **DRESSCODE EXPECTATIONS**

**Innsbrook expects employees to dress appropriately in business casual attire.**

- Because our work environment serves customers, professional business casual attire is essential.
- Customers make decisions about the quality of our products and services based on their interaction with you.
- Your professional image is a key factor in their interpretation of our business.
- Business casual attire includes suits, pants, slacks, khakis, jackets, blouses, sweaters, skirts and dresses that, while not formal, are appropriate for a business environment.
- Employees are expected to demonstrate good judgment and professional taste.