



GOLF SHOP FOOD AND BEVERAGE PAR BAR MANAGER

We are looking for a professional food and beverage manager to assist the Head Golf Professional in all aspects of golf food and beverage operation while working cooperatively with other departments.

Specific Responsibilities - include but are not limited to:

Retail Management

- Assist in the development of necessary systems utilizing POS to safeguard inventories and cash
- Maintain an attractive and orderly appearance in and around the golf shop and Par Bar
- Actively market & promote group outings and leagues that service all customer segments

Par Bar

- Recruit, hire, train, motivate, and supervise Par Bar staff
- Attend applicable committee meetings, management, and staff meetings when requested
- Adhere to, enforce, and implement policies and procedures of the facility

Business and Financial

- Ensure all financial goals and objectives are being achieved
- Ensure systems controls are in place to safeguard assets, revenues, and resources

Knowledge, Skills and Traits

- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude
- Experienced in written and oral business communications
- Remain up-to-date on customer relationship management tactics and strategies
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet
- Maintain and promote a positive professional image within the community
- Must be able to lift 25 pounds

Food and Beverage

- Order food, liquor, beverage, and paper products as needed on a weekly basis with assigned vendors
- Inventory food, liquor, beverage, and paper products on a weekly basis in addition to month end requirements
- Train beverage cart attendants, Par Bar attendants, and cooks if needed
- Establish par levels based on volume of food and beverage business to ensure we do not run out of products
- Establish cleaning, opening, and closing lists to ensure food safety
- Completion of Tipping training and Serve Safe and successful passing of tests prior to April 30, 2024
- Establish new menu items with management and continue to enhance food knowledge
- Creation, scheduling, and execution of small events, group outings, and entertainment
- Call all golf events to confirm food and beverage and/or provide options in upgrading their experience



- Process customer complaints patiently
- Communicate and build strong relationships with all vendors
- Always strive towards exceptional customer service experience
- Be a team player
- Maintain open communication in regards to questions management
- Any additional duties deemed necessary as it relates to core business and revenue generation
- Schedule beverage cart person as business dictates