



Job title: F&B Manager

Number of openings: 1

Location: Lake Grill House

Duration of job: Full-time, Year-round

Starting date: Target date -May 1, 2023

FLSA Status: Exempt

Weekend work: Yes

Supervisor: Director of F&B

Pay Range: \$53,000 -\$58,000 base salary

Benefits –

- Annual Performance Bonus
- Monthly Banquet Revenue commission
- Medical, Dental, Vision, Life, AD&D, LTD insurance plans
- 401k plan with 3.5% match
- Recreation benefit – up to \$1,000
- Educational Scholarship opportunity
- Employee Meals and Retail discounts
- Use of Golf and Lake amenities

POSITION SUMMARY:

In conjunction with the Director of Food & Beverage, is responsible for the front of the house aspects of the Food & Beverage operations to deliver a level of service befitting a private club. Provide support for all other Food and Beverage operations as needed to deliver on the Member experience.

PRIMARY DUTIES:

- Work closely with the Chef to provide members and guests with an overall superior dining experience at the Lake House, Pool Grille and Special Events.
- Responsible for working with a professional and courteous attitude, along with promoting a positive work environment and generating strong employee morale.
- Oversee selection, training, motivation, development, scheduling and coaching of seasonal staff.
- Coordinate with other F&B managers to train staff to provide consistent, high-end service.
- Assist the F&B Director in creating and administering the annual F&B budget.
- Responsible for managing department payroll, beverage inventory, beverage cost of sales and department expenses.
- Assist in the execution of all events and banquets in coordination with the Director of F&B. Assists with other F&B events and banquets as needed.
- Monitor time keeping system on no less than a weekly basis. Ensure employees have clocked in/out accurately and in the correct department.
- Professionally handle concerns and complaints of members, guests and employees
- Scheduling of staff for the restaurant and Pool Grille
- Attend weekly F&B meetings.
- Oversee Point of Sale transactions and daily reporting
- Program POS for all menu items, including daily specials.

SUPERVISORY DUTIES:

Waitstaff, Bartenders, Banquet Staff, Hosts, Pool Grill Supervisor and Attendants

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Minimum of one-year experience in restaurant operations.
- 2) Knowledge of Microsoft Windows environment.
- 3) Effective communication both orally and written.
- 4) Must be First Aid and CPR trained.
- 5) Must be organized, detail oriented, flexible, and punctual.
- 6) Must possess knowledge of all rules and regulations pertaining to the F&B operations.
- 7) Must have the ability to follow both written and oral instructions and communicate in a friendly, positive and professional manner with co-workers, staff, members, and guests.