



## **CUMMAQUID GOLF CLUB**

### **Assistant General Manager/Director of Food & Beverage**

Cummaquid Golf Club is a highly seasonal private, member-owned, 501c(7) not-for-profit club with approximately 450 members and up to eighty employees in high season. Annual Operating Income of \$3.5 MM, of which approximately \$1MM is in food and beverage (primarily Member Dining and Member Events.) The club was founded in 1895 and is one of the first golf courses established on Cape Cod. The Club is located in the quaint village of Cummaquid along scenic Route 6A in Barnstable County. The new Cummaquid clubhouse was constructed in 2016 and serves the membership with a Dining Room seating 120 and a Pub serving one hundred, including a beautiful Terrace overlooking the 18<sup>th</sup> green.

The AGM is responsible for the general operation of staff functions relating to F&B service, housekeeping, and Clubhouse maintenance & repair. Responsible for all aspects of Clubhouse operations in the absence of the General Manager. Responsible for all food and beverage service for the Club. Directly supervises all F&B, service, housekeeping, and building maintenance personnel. Assists GM in planning and implementing F&B and House budgets. Hires, trains, and supervises subordinates to assure that the wants and needs of club members and guests are consistently exceeded.

### **Specific Duties and Responsibilities:**

1. Manages all aspects of the Clubhouse in the General Manager's absence.
2. Plans and coordinates training and professional development programs for himself or herself and other relevant Club personnel.
3. Assists the GM in developing and implementing long-range (strategic) and short-range (business) plans.
4. Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures that effective training programs for these programs is conducted.
5. Maintains contact with Members and helps assure maximum Member and guest satisfaction.
6. Participates in on-going facility inspections throughout the Clubhouse to assure that cleanliness, maintenance, safety, and other standards are consistently attained.
7. Attends management and staff meetings as scheduled.
8. Interacts with Members answering questions, solving problems, overseeing services and cleanliness.
9. Undertakes special projects as requested by the GM.
10. Monitors F&B and Clubhouse labor; evaluates scheduled and actual labor hours and costs.
11. Researches new products and evaluates their costs and benefits.
12. Oversees Clubhouse operations on a daily basis.
13. Reviews all Clubhouse accidents.
14. Performs Clubhouse opening and closing duties as needed.
15. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.

16. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
17. Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
18. Manages the long-range staffing needs of the department.
19. Establishes quantity and quality output standards for personnel in all positions within the department.
20. Researches new products and develops an analysis of the cost and profit benefits.
21. Develops and implements policies and procedures for food and beverage department.
22. Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases.
23. Reviews new techniques for food preparation and presentation in a manner and variety that maximizes member and guest satisfaction and minimizes food costs.
24. Consults daily with the executive chef and other applicable club administrators to help assure the highest level of member satisfaction at minimum cost.
25. Greets guests and oversees actual service on a regular basis.
26. Helps develop wine lists and bottle or glass wine sales promotion programs.
27. Develops on-going professional development and training programs for food production, service and bar production and service personnel
28. Ensures correct handling procedures to minimize china and glassware breakage and food waste.
29. Addresses member and guest complaints and advises the general manager about appropriate corrective actions taken.
30. Develops interesting ways of promoting club functions in the dining room, lounge and other outlets.
31. Serves as an ad hoc member of appropriate club committees.
32. Assists in planning and implementing procedures for special club events and banquet functions.
33. Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
34. Monitors Clubhouse employee dress codes according to policies and procedures.
35. Approves all beverage and restaurant invoices before submitting to the accounting department.
36. Manages physical inventory verification and provides updated information to the accounting department.
37. Responsible for the proper accounting and reconciliation of the point of sale systems and member revenues.
38. Maintains records of special events, house counts, food covers and daily business volumes.
39. Ensures that an accurate reservation system is in place.
40. Audits and approves weekly departmental payroll.
41. Ensure timely correspondence with all catering guests including inquiry, follow-up, contracts, billings and thank you letters.
42. Complete periodic china, glass and silverware inventories.
43. Implement and monitor sanitation and cleaning schedules.
44. Works with the general manager and executive chef to establish menu prices for à la carte dining and food and beverage outlets and with the general manager, executive chef for banquet pricing.

45. Establishes and maintains professional business relations with vendors.
46. Approves design of all food and beverage and banquet menus (hard copy).
47. Works with the controller to identify and develop operating reports of interest to the general manager and for on-going control of the department.
48. Recommends to the general manager operating hours for all food and beverage outlets.
49. Develops and proposes to the GM a capital budget for all necessary food and beverage equipment and recommends facility renovation needs.
50. Serves as manager on duty on a scheduled basis.
51. Completes other appropriate assignments from the GM.

**Date Position Available:**

- Immediately, placement by May 1.

**Compensation and benefits:**

- \$80,000 - \$100,000 Commensurate with experience, plus a generous sign on bonus and annual performance bonus based on objective stretch goals. Participation qualified retirement plan, group health, golf privileges, and other standard perquisites.

**Please send resumes and a compelling cover letter (no phone calls, please) to:**

John B. Dufault, CEC, CCM, SHRM-CP  
General Manager

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