



## Job Description

### Food and Beverage Manager

#### Reports to Director of Food and Beverage

The Food and Beverage Manager is responsible for the service and staff in all dining areas – including events and special functions. This position will oversee lunch and dinner service and events with a focus on member experience. He/She will work directly with the Director of Food and Beverage to enhance the member experience, manage staff, execute functions, and focus on building cleanliness/upkeep.

#### Essential Functions:

- Implement service standards in all dining areas; follow through with instructing staff of club policies, service procedures, and staff standards (dress code, personal hygiene, etc.)
- Create and enforce a culture of accountability through leading by example.
- Hire and train new staff; re-train present staff often
- Enforce all club rules and regulations
- Be familiar with membership and encourage staff to address members by name as much as possible
- Ensure all Members are being charged accurately.
- Work alongside the Dining Room Manager to conduct pre-shift before every lunch and dinner service; reviewing that meal service's reservations, member requests, menu specials, menu changes, and any other club news
- Selects and orders linens for F&B department
- Update POS system with new menus and specials; Type up special sheets for FOH and BOH per each meal service
- Assist Director of Food and Beverage with monthly inventory
- Handle member concerns and complaints
- Be knowledgeable of dining reservations and event calendar
- Reviewing Event Orders prior to every event to confirm all details are correct and ready
- Ensure the setup and breakdown of banquet spaces according to event specifications.

- Oversee the execution of food and beverage service during events to ensure quality and timeliness.
- Closing manager responsibilities – ensuring the building has been cleaned, shifts closed out, and all staff side work is complete
- Keep F&B areas clean and organized – including pool house and other storage areas

***Qualifications***

- High School Diploma. Candidates with a Bachelor's degree in Hospitality Management, Business Administration, or related field preferred.
- Minimum 3-5 years of experience in food and beverage management, preferably in a private club, resort, or fine dining setting.
- Proven leadership experience managing front-of-house and back-of-house operations.

***Skills and Abilities:***

- Strong knowledge of food and beverage operations, including inventory control, cost management, and service standards.
- Excellent leadership, team building, and interpersonal skills.
- Proficient in point-of-sale systems and restaurant management software.
- Ability to develop and maintain vendor relationships
- Strong organizational and multitasking skills with attention to detail
- Knowledge of health, safety, and sanitation regulations
- Customer-service focused with the ability to anticipate and exceed member expectations.

For all inquiries, please contact Cory Witt, Director of Food and Beverage, at [CWitt@EssexCC.org](mailto:CWitt@EssexCC.org)