



JOB OPPORTUNITY

Date: January 2021
Position Title: Food & Beverage Manager
Reports To: General Manager

Oak Hill Country Club is seeking a talented individual to serve as Food & Beverage Manager. Showing a successful history of operations management in the private club, hotel, restaurant or hospitality industry, candidates should bring a strong background of planning, organizing and running a multi-dining room facility. Event coordination and a desire to expand our current offerings is a necessary role of the position.

Oak Hill thrives on a member-first approach. The individual selected for this role will need to be comfortable in a high-visibility role with constant member engagement and a focus on approachability and accessibility to both members and staff. The right candidate will have to ability to mold this role into a successful, team-oriented position with new and creative ideas both welcomed and appreciated.

Facilities Description:

Oak Hill Country Club is a prestigious, member-owned private country club in Central Massachusetts. Since Oak Hill opened its doors in 1921 it always remained a true "country club." While dining, swimming, tennis and social gatherings have long been a part of the culture of the Club, golf has always remained at the core of its existence and pride.

Oak Hill is proud to be celebrating its Centennial year in 2021 and looking to the future with the same sense of community, camaraderie and way of life that has long been its tradition. Recently renovated formal and casual dining spaces, banquet and wedding facilities, along with an outdoor patio overlooking the course, add to the list of first-class amenities including a spacious pool complex, Har-Tru tennis courts, a fully stocked Pro Shop and multiple golf practice facilities.

Oak Hill Country Club is conveniently located a mile off of Route 2 in Fitchburg, MA, within 15 minutes of route 495. For more Club details, please visit www.oakhillcc.org.

Job Summary:

Working closely with the General Manager and Executive Chef, the Food and Beverage Manager will oversee the overall operation of the Main Clubhouse dining facilities, Event Operations and satellite food services (cart, pool, etc.). This role requires the Manager to uphold a high level of service that enhances the member experience while remaining fiscally responsible to the operation. Adheres to budgets and highlights any deviations that may affect revenues or expenses.

The Manager is ultimately responsible for all F&B operations on a daily basis. This includes all activities and relationships between Club members, their guests and employees. As the "public-face" of the dining operation, a hands-on approach and an understanding of member and staff engagement is critical to the position's success.

Essential Duties and Responsibilities:

- Maintain a highly visible presence with members and staff throughout meal periods.
- Prepare daily floor plans based off of dining reservations and coordinate staffing needs based off those plans.
- Manage staff schedules to ensure proper coverage while remaining responsible to the budget.
- Ensure daily check-off lists for opening and closing are being followed with daily pre-meal conducted.

- Conduct weekly meetings with the General Manager & Executive Chef to review service and operations.
- Provide comprehensive and up to date beverage inventory. Update as necessary.
- Follow up on sanitation guidelines, especially during the current COVID Pandemic and additional regulations.
- Hire, train and review staff on an ongoing basis.
- Maintain an inventory of dining supplies and request replacements in a timely manner.
- Ensure menus are updated, spell checked, priced and printed accordingly.
- Ensure staff have correct uniforms and name tags at all times.
- Ensure staff are crossed trained so they may be utilized in different areas when the need arises last minute.
- Communicate any items that need immediate attention to Clubhouse Manager or Chef.
- Responsible for POS-closing procedures, cover counts, proper charges, voids, menu updates and pricing.
- Develops an operating budget for each of the department's revenue outlets. Assists with capital budget.
- Helps plan and approves external and internal marketing and sales promotion activities for the department's outlets and special club events.
- Additional requirements as discussed and addressed throughout the interview process.

Job Skills and Abilities:

- Serve Safe, TIPS, Allergen awareness, Crowd Control, AED/CPR/First Aid certified
- Familiar with food & beverage software and website
- WORD/EXCEL/PowerPoint
- Strong communication and organizational skills
- Excellent customer service skills

Working Conditions:

Work is physically and mentally demanding and performed in a combination of Dining Rooms and Kitchen Areas. Regularly required to sit, stand, bend, walk, and lift objects exceeding 20 pounds for hours at a time.

Candidate Qualifications:

Preferably, a Bachelor's degree in Hospitality Management or a two to four-year degree from a Culinary School. A minimum of four to six years of Food and Beverage Management experience in a private club or resort facility is preferred.

Job Value/Compensation:

- Salary commensurate with experience
- Full time year - round
- Non-Exempt
- Discretionary year-end bonus
- Health Insurance according to Club Policies
- Vacation- according to club schedule
- 401k when eligible

Deadline:

This position is currently open and all resumes and cover letters should be submitted by January 31, 2021.

Send Resume and Cover Letter to:

David Melody, General Manager at Oak Hill Country Club
 dmelody@oakhillcc.org