

**Food & Beverage Manager  
Essex County Club  
Manchester-by-the Sea, MA**

**About the Club:**

The Essex County Club is located in picturesque Manchester-By-The-Sea, MA on 180 acres of land. The club has 500 members, with rolling admissions. The Clubhouse has 8 overnight sleeping rooms, a classic bar room with 46 seats, a casual dining space with 35 seats, a main dining room with 50 seats, and a Veranda banquet space that can seat up to 200. The Essex County Club's historic Donald Ross designed golf course was ranked #73 in the United States by Golf Digest in 2019. Essex has a very active year round racquets program, with 11 grass tennis courts, 10 har tru courts, 3 paddle courts, 3 Pickle Ball courts. The Club also has a 130 person swimming pool, and a snack bar with seating for 70. Additionally, the club has a successful junior sports program that runs from June-August.

**Job Description:**

The Food and Beverage Manager role is critical to the Club's overall success. The F&B Manager works closely with the General Manager and Executive Chef to ensure a quality dining experience for members and guests. The F&B Manager is a highly visible, "hands on" manager expected to engage with members and guests, and lead/support service staff at all times. Must be an exceptional communicator, have excellent personal interactive skills and maturity to instinctively know how to make members and guests feel welcome and comfortable.

Responsibilities include (but are not limited to):

1. Manage all day-to-day of FOH food and beverage outlets.
2. Responsible for hiring, training, scheduling all FOH food and beverage staff.
3. Oversee beverage program of the club. This includes maintaining a diverse wine list, ever evolving wine-by-the glass program, as well as a rotating cocktail list.
4. Assist in developing the food & beverage departments yearly budget. Routinely review financial reports and take corrective actions as needed.
5. Assist in the creation of BEO's, planning and executing of member/guest events, club events, and internal events.
6. Responsible for POS updates and menu programing.
7. Conducts pre-shift meetings with staff.
8. Conducts inventories of beverage, supplies, china and glassware as needed.
9. Ensures that all food and beverage staff are presentable, well-groomed and in established uniforms at all times.
10. Enforce all club rules and regulations.
11. Other duties as assigned.

**Candidate Qualifications:**

The ideal candidate will have:

- Minimum of 3 years management experience, preferably in a private club setting.
- Have a passion for F&B service and standards.
- Thorough understanding and knowledge of wine and wine service.
- Have experience in planning and executing events ranging from a small birthday party to a large scale wedding.
- Be Highly motivated and detail-oriented.
- Have a hands-on management style.
- Be on the cutting edge of F&B trends.
- Strong oral and written communication skills.
- Ability to communicate with members and guests in a professional manner.

**Compensation:**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefit package along with CMAA membership, Paid time off, Health, Dental, and 401K

**To apply, please contact:**

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