



JOB DESCRIPTION

Job Title	<i>F&B Manager</i>	Status/Class	<i>FLSA Status</i>
Reports to	<i>Assistant General Manager</i>	Zone	<i>Exempt</i>

Job Purpose

Responsible for food and beverage service for the Club. Promotes the Club's dining facilities for member dining, private banquets, business and social meetings, and other member-related activities. Oversees administrative and operational aspects of preparing and serving events. Work with other departments to ensure that members' and guests' expectations are exceeded. Assists in budgets, hiring, training, and supervision of front-of-house staff and apply relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

Duties and Responsibilities

- This role is the "go-to" for floor operations
- Actively develops and executes regular training of front line team members
- Leading by example of flawless service
- Receives and greets members and guests when necessary
- Suggests and describes available appetizers, entrees, desserts, alcoholic beverages, and wines to members and guests.
- Cross references chits with every shift to ensure correct billing
- Carefully supervises to help assure proper service and takes orders when necessary
- Inspects all linens daily for proper appearance and storage
- Ensures that all safety, accident, and emergency policies and procedures are in place and consistently followed
- Ensures the correct appearance, cleanliness, and proper set-up of the dining rooms.
- Checks the maintenance of all equipment in the dining room and reports any deficiencies to AGM and proper channels to solve. Is responsible for its completion
- Inspects dining room employees to ensure that they are in proper and clean uniforms at all times
- Makes suggestions about improvements in dining room procedures and layout
- Suggests dining room decoration for special themes
- Ensures that pre-opening/closing cleaning tasks are assigned and completed as required
- Manages the guest reservation system
- Assists in hiring, trains, and supervises the dining room staff
- Assists with service of food and beverages in outlets and for special functions when needed
- Assists with table maintenance
- Enforces established rules, regulations, and policies
- Continuously teaches and educates staff on service, food, wine, and beverage trends
- Assists in dining room inventory assessments and procedures
- Suggestively sells daily special to all members and guests
- Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Serves as liaison between the dining room and kitchen staff
- Monitors dining room labor with respect to the budget; make adjustments as necessary to achieve financial goals
- Directs pre-meal meetings with dining room personnel. Relays information and policy changes and briefs personnel

Qualifications and Experience

- Bachelor's Degree in Hospitality, Culinary Arts, or related field is desirable
- Sommelier or Similar Certification Certifications preferred
- An uncompromising work ethic with integrity to match
- A passion for helping others
- A minimum of 2 years of related experience with supervisory experience. Experience in a luxury residential community or similar position in a fine dining or private club environment is preferred.
- Food safety and Alcoholic beverage certifications.
- Must be computer literate; experience with Club Essentials is a plus.
- Must be able to lead by example in performance, appearance, and communication.
- Must be very personable and enjoy being with Members and staff alike.
- Must be able to effectively direct, coach, and motivate personnel; must be extremely fair, courteous, patient, and tactful.
- Must be able to work a schedule that requires evenings, weekends, and holidays.

Working Conditions

Predominantly working inside but occasionally working outside; regular evening and weekend work required including, specifically, all holidays.

Physical Requirements

The employee is required to regularly stand, sit, and walk, occasionally stooping, bending, pushing, and pulling. The employee may lift up to 50 pounds occasionally. Vision must be correctable to read and write. Hearing must be sufficient to understand conversation on the telephone in a noisy environment. Must have hand usage to complete forms, use keyboard and mouse, and other office equipment. Regular setup of events includes some moving of tables/chairs, lifting coolers with ice, cases of wine, and beer.

Direct Reports

Waitstaff, Bartenders, and Maitre D'

Please send your resume to Trey Bayliss at tbayliss@fordfieldandriverclub.com
